

CIMS

Career Information Management
System

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NOTE: Screen shots included in this tutorial are taken from the development version of CIMS (current as of 12 October 2004). CIMS formats will be finalized after software testing and acceptance. Although development version CIMS Pages and Report formats may not appear identical to the final version, the understanding and use of the CIMS software taught in this tutorial are not affected.

Section 1 - Introduction

Introduction

This Tutorial was designed to Assist Career Information Management System (CIMS) users. Specifically, it was designed to provide Departmental and Divisional Career Counselors with a quick reference on how to navigate, use, save, send, and print the Sections of CIMS to which they have access.

CIMS combines the best features of CIPM99 and the functionality of the Navy Standard Integrated Personnel System (NSIPS) using PeopleSoft Commercial Off-the Shelf (COTS) human resources software.

Section 1 - Introduction

Introduction

CIMS automates Career Counselor office procedures and simplifies creation and maintenance of Career Information records both ashore and afloat.

CIMS serves as a reporting and monitoring tool for the Command Career Counselor (CCC) to track Career Development Board (CDB) and counseling requirements, activities by Departmental and Divisional Career Counselors, and member correspondence.

Section 1 - Introduction

Introduction

CIMS also provides a monitoring tool for ISIC, Fleet, and Force Counselors to track Career Information activity down to the lowest echelon level.

This Online Tutorial will define user levels, access privileges, and responsibilities.

This Online Tutorial will describe the different functions of CIMS and individual pages in each.

Refer to the CIMS Web-based User Manual for more detailed information regarding how to use the many features of CIMS.

Section 2 – CIMS User Roles, Privileges, and Limitations

User Roles define the level of access to CIMS.

Each level of the Chain of Command has defined responsibilities and access to CIMS is determined by level of responsibility.

USER ROLES

CNO*, NPC**

- ❑ **Monitor and maintain a viable Navy Retention effort**
- ❑ **Access to CIMS Inquire and Report Functions for all Navy UICs**

Fleet and Force Counselors

- ❑ **Monitor and maintain a viable Fleet-or-Force- wide Retention effort**
- ❑ **Access to CIMS Inquire and Report functions for all subordinate UICs**

* Chief of Naval Operations

** Naval Personnel Command

Section 2 – CIMS User Roles, Privileges, and Limitations

CIMS provides ISIC, Force and Fleet, and Navy Retention Specialists with a number of the informational tools they need to develop programs and policies necessary to maintain a strong and viable Navy.

USER ROLES

ISIC* Counselors

- ❑ **Monitor and maintain a viable ISIC level Retention effort**
- ❑ **Access to CIMS Inquire and Report functions for all subordinate UICs**

* Immediate Superior in Command

Section 2 – CIMS User Roles, Privileges, and Limitations

The Command Retention Team is at the forefront of providing Sailors with information they need to build a successful career in the Navy.

The Command Career Counselor (CCC) serves as the Career Information Program Manager for the command.

USER ROLES

Command Career Counselors (CCCs)

- ❑ **Monitor and maintain a viable Command Retention effort**
- ❑ **Access to all functional areas of CIMS**
 - **Use**
 - **Inquire**
 - **Calculators**
 - **Verify**
 - **Certificates**
 - **Forms, Documents, and Worksheets***
 - **Reports**

* Not available in the current version of CIMS

Section 2 – CIMS User Roles, Privileges, and Limitations

Using the various CIMS tools at their disposal, the CCCs monitor, document, and report Career Information activities throughout the command.

USER ROLES

CCCs (cont'd)

- ☐ **Create Career Information Pages**
- ☐ **Verify Career Information Pages**
- ☐ **Assign gains to Dept. and Div. within CIMS and assign gains to Dept. and Div. Counselors**
- ☐ **Generate, run, and print Certificates**
- ☐ **Run pre-defined CIMS Reports**
 - **Reports limited to the immediate Command UIC (and any attached UICs)**
- ☐ **Generate, run, and print Forms, Documents, and Worksheets***

* Not available in the current version of CIMS

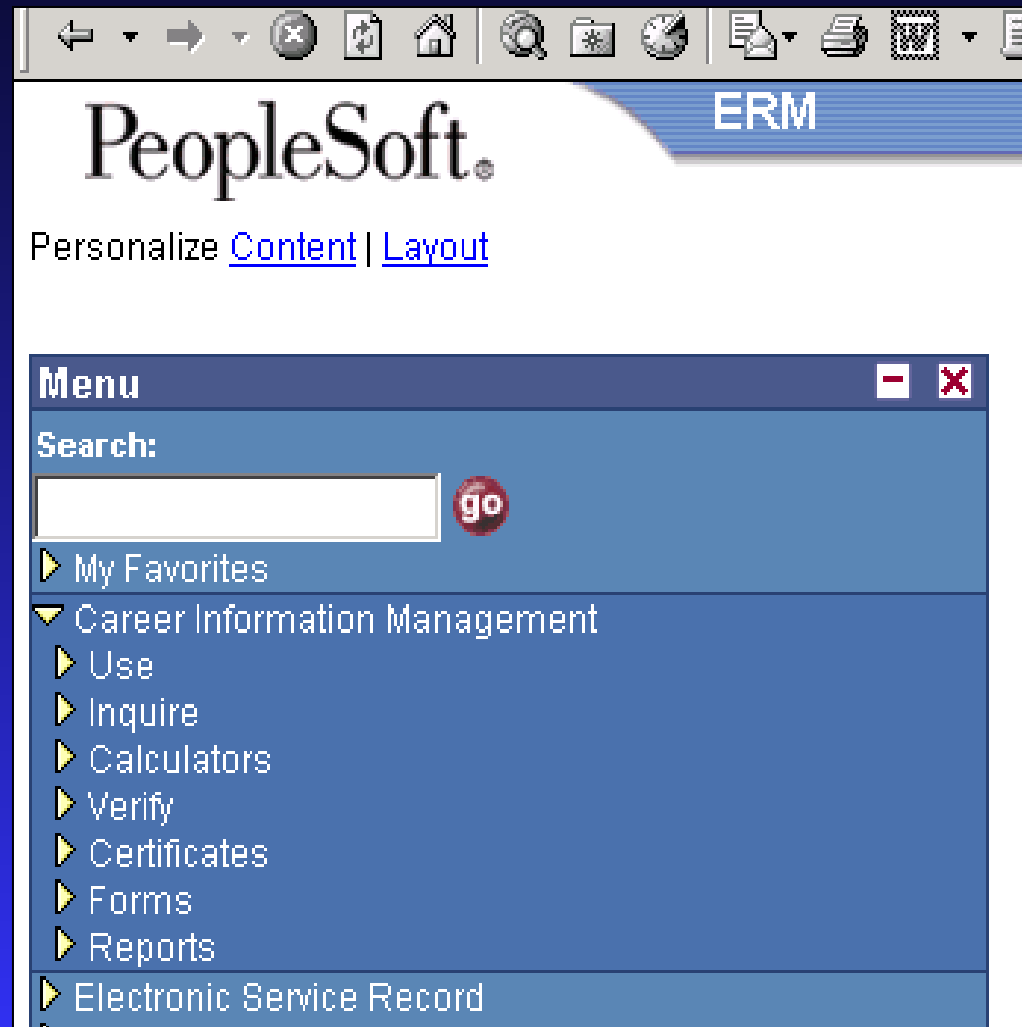
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2004

Section 3 - CIMS Features

CIMS was designed to assist the CCC, Dept. and Div. CCs, and the Retention Team in developing, managing, and maintaining a strong and viable Command Retention Program.

PeopleSoft CIMS Menu

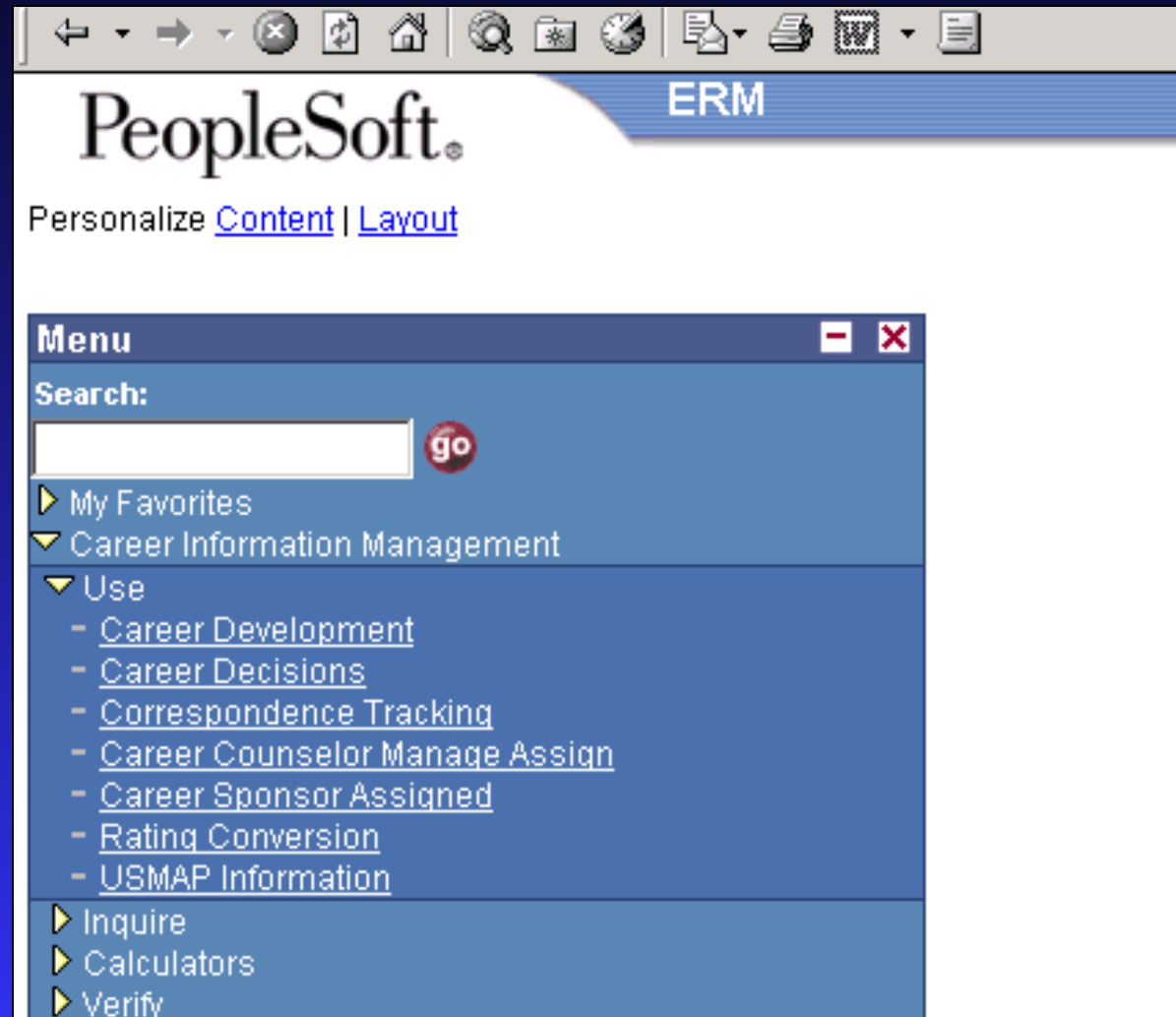


Section 3 - CIMS Features

CIMS assists Counselors in recording and tracking an individual Service Member's career milestones, CDB, package submission, and counseling record.

In Section 5 of this Tutorial, we will examine the use of each of the CIMS pages.

USE Pages



Section 3 - CIMS Features

CCCs, Dept. and Div. Counselors create, modify, and document Retention activity on a member using these pages.

CCCs have the additional responsibility of verifying information entered into CIMS Use pages.

Dept. and Div. Counselors have access only to certain Use pages.

USE Pages

Dept. and Div. Counselors have access to

- ☐ **Career Development**
- ☐ **Career Decisions**
- ☐ **Correspondence**
- ☐ **Career Sponsor Assign**
- ☐ **Rating Conversion**
- ☐ **USMAP* Information**

CCCs also have access to

- ☐ **Career Counselor Manage Assign**
- ☐ **Dept. and Div. Individual Assign**

* U.S. Military Apprenticeship Program

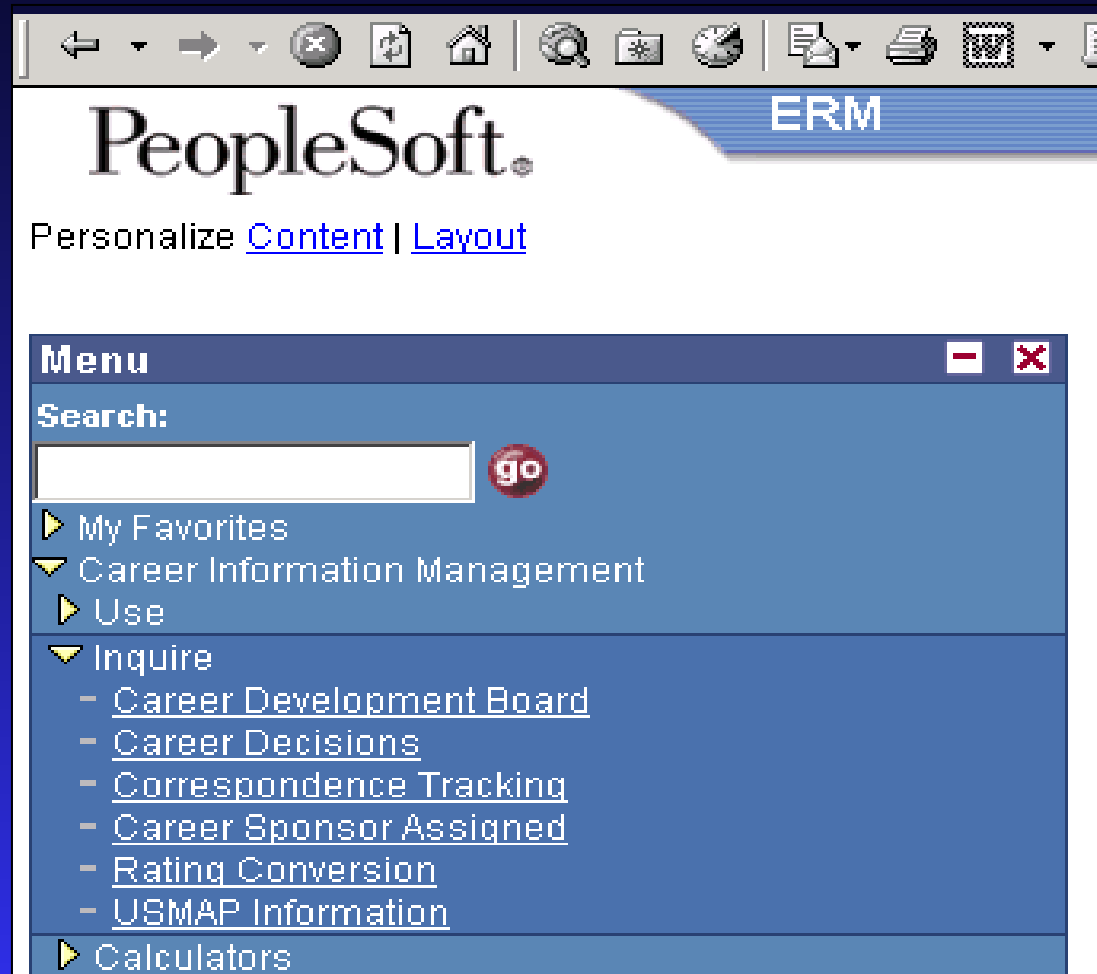
Section 3 - CIMS Features

The INQUIRE Section is a "Read Only" area of CIMS.

Retention Team Members may review Career Information documents created by Dept. and Div. Counselors and verified by the CCC.

Retention Team Members may also use the Rating Conversion and USMAP

INQUIRE Pages



Section 3 - CIMS Features

Access to this area is granted to Retention Team members by the CCC through the CIMS Functional Area Manager (FAM).

INQUIRE Pages

The CCC and other Retention Team Members have access to

- ☐ **Career Development**
- ☐ **Career Decisions**
- ☐ **Correspondence Tracking**
- ☐ **Career Sponsor Assigned**
- ☐ **Rating Conversion**
- ☐ **USMAP Information**

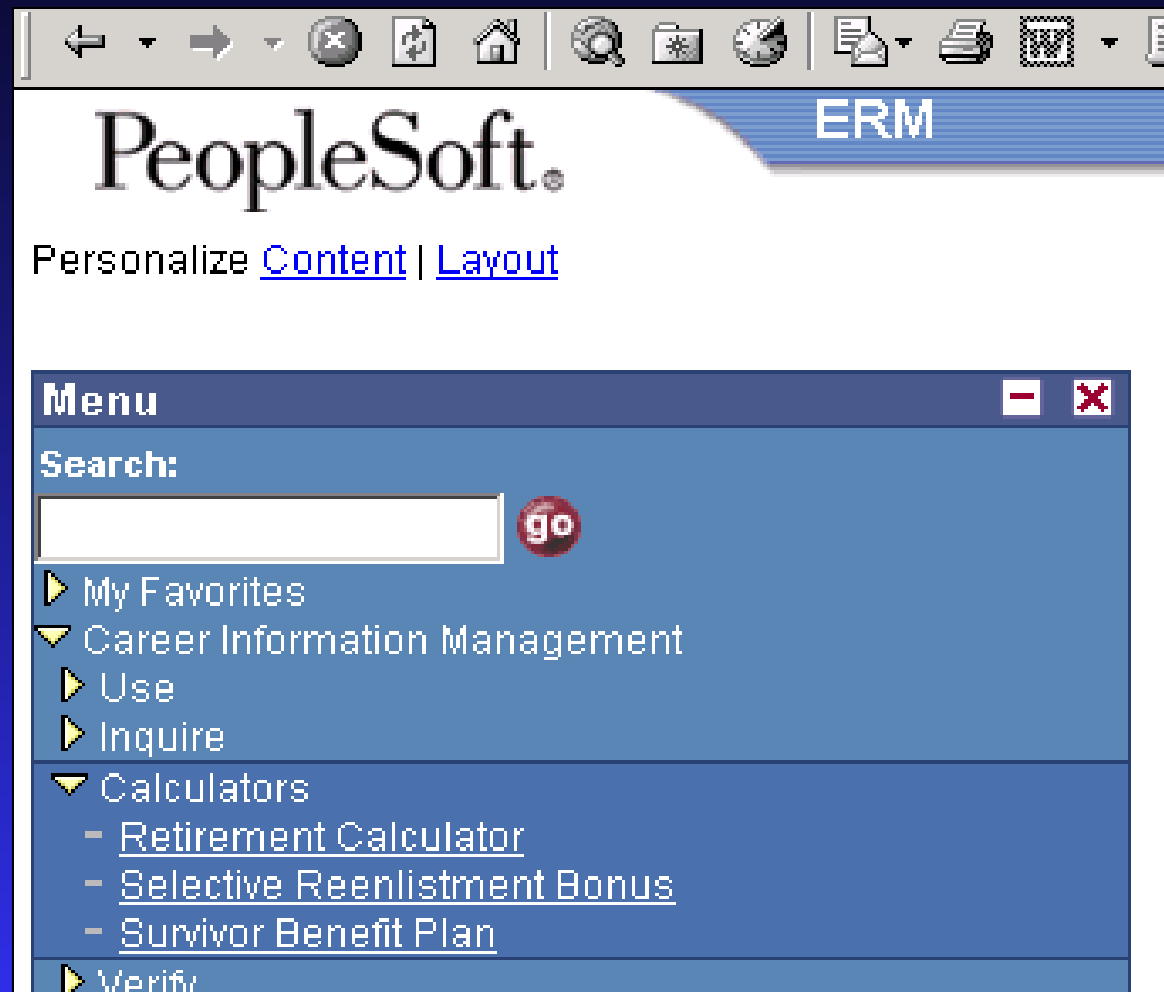
ISIC, Force, and Fleet Counselors have access to INQUIRE for all subordinate UICs

Section 3 - CIMS Features

The CALCULATOR Section provides the Counselors with tools to help their Shipmates make informed decisions regarding their careers.

The Calculators results may be viewed or printed.

CALCULATORS



Section 3 - CIMS Features

All members of the Command Retention Team will, from time to time, talk with Sailors about their careers.

Therefore, all Retention Team members will have access to the CALCULATOR Section.

CALCULATORS

All members of the Retention Team have access to the

❑ Retirement Calculator

- **Final Pay**
- **High-3 Pay**
- **REDUX/High 3 Pay**

❑ SRB (Selective Reenlistment Bonus) Calculator

❑ SBP (Survivor Benefit Plan) Calculator

- **Spouse Only**
- **Child Only**
- **Spouse and Child Only**

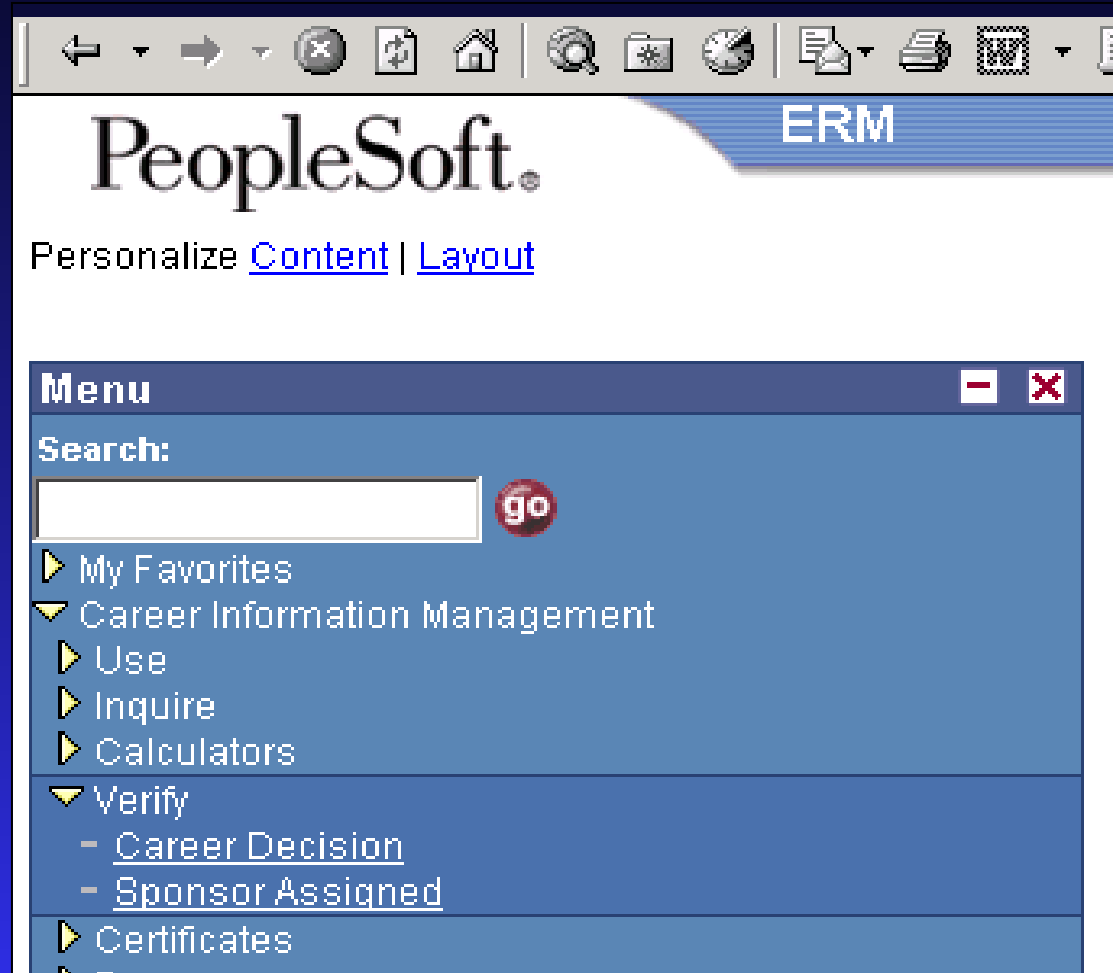
Section 3 - CIMS Features

Information entered into CIMS is stored in NSIPS*.

To ensure the accuracy of data, the CCC must verify all pages created or modified. This includes pages created by the CCC and Dept. and Div. Career Counselors.

* **Navy Standard Integrated Personnel System**

VERIFY



Section 3 - CIMS Features

Only CCCs or Career Counselors with CCC access may VERIFY CIMS Career Information Management pages.

VERIFY

Only the CCC or Counselors with CCC access will have access to

- ☐ **Career Development**
- ☐ **Career Decisions**
- ☐ **Sponsor Assign**

Section 3 - CIMS Features

Certificates are generated and printed by the CCC for Reenlistments, Retirements, and Discharges.

Certificates of Appreciation are available for the Service Member and members of their families.

When a Career Decision page is created, the CCC will print the appropriate certificate(s).

CERTIFICATES



Section 3 - CIMS Features

A large part of the CCC's time is spent completing Individual Career Development Plans, Forms, and Documents and helping the member complete Worksheets for Reenlistments and Retirements.

Future releases of CIMS will allow the CCC to complete pre-filled Forms, Documents, and Worksheets.

FORMS

The CCC will have access to the Forms, Documents, and Worksheets in CIMS

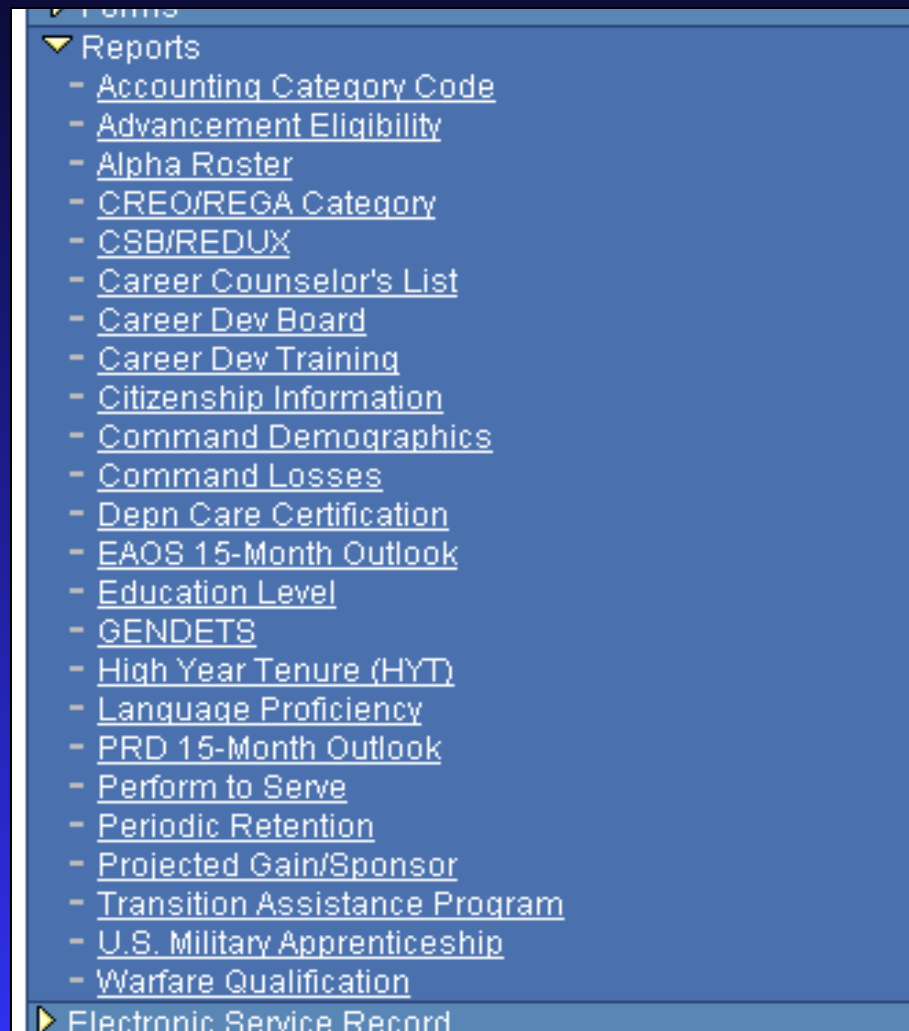
- ❑ **The number and type of documents that will be available in future releases of CIMS is yet to be determined.**

Section 3 - CIMS Features

CIMS provides a number of reports that allow the CCC to monitor and report the status of the Command Retention Program.

ISIC, Fleet, and Force Counselors, and Navy Retention Specialists may also monitor a Command's Retention Program using CIMS Reports.

REPORTS



Section 3 - CIMS Features

The CCC must diligently and regularly run reports in order to effectively monitor and report the status of the Command Retention Program.

Reports are also used to maintain an accurate record of client Career Information needs.

REPORTS

At the Command level, only users with CCC access will be able to generate, save, send, and print reports.

- ❑ **The CCC will have access to reports only for their specific UIC and any attached UICs.**
- ❑ **ISIC, Force, and Fleet Counselors as well as Navy Retention Specialists will have access to reports for all UICs subordinate to or reporting to them.**

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Section 4 - Accessing and Navigating CIMS

Counselors must complete the SAAR (System Access Authorization Request) Form found on the U.S. Navy Enterprise Records Management System Web site.

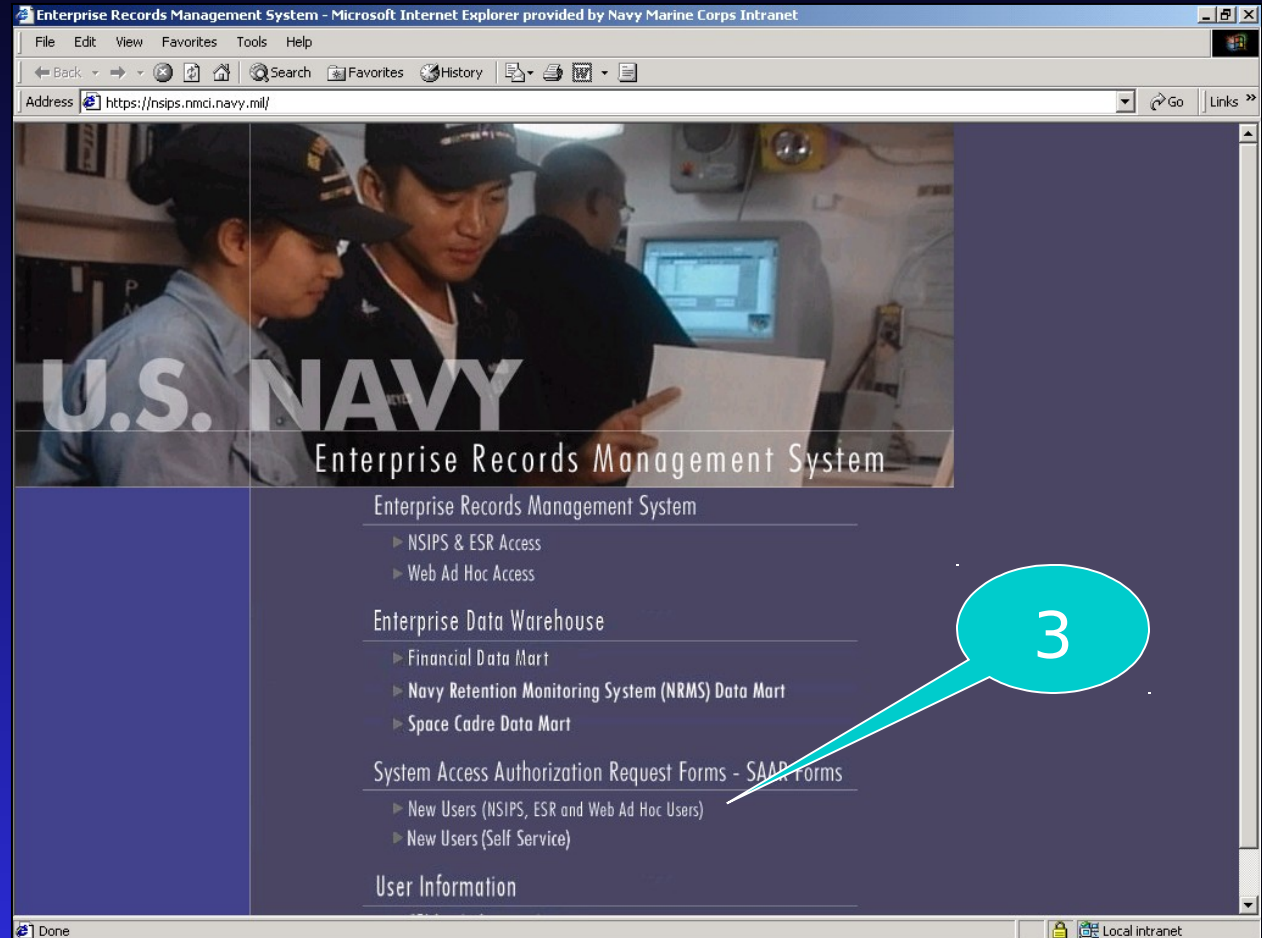
1. On the NMCI Homeport Web page, click the Navy Resource link.
2. Click the Personnel Forms & Records link.

The screenshot shows the NMCI Homeport web page. The top navigation bar includes links for Home, NMCI User Services, Navy Resources, and USMC Resources. A callout labeled '1' points to the 'Navy Resources' link. Below the navigation bar, there is an 'In Focus' section with news items. A second callout labeled '2' points to the 'Personnel Forms & Records' link in the 'My SeaBag' section. The page also features a 'News' section with various links and a status bar at the bottom showing 'INFOCON STATUS ALPHA' and 'Homeland Security Level ELEVATED'.

Section 4 - Accessing and Navigating CIMS

This will take you to the U.S. Navy Enterprise Records Management Homepage.

3. On the U.S. Navy Enterprise Records Management System Homepage, click the New Users (NSIPS, ESR and



Section 4 - Accessing and Navigating CIMS

This will take you to the Non-ERM Users Only information page.

4. Enter your SSN in the EmplID field and press TAB on your keyboard. This will populate the remaining fields.
5. Click the SUBMIT button to start the SAAR Form process.

The screenshot shows a web browser window with the address bar displaying `http://devuxweb01.nsipst.navy.mil:7010/psc/UT1HR88_SAAR/EMPLOYEE/HRMS/c/N_ERM_SAAR_MNU.N_SAAR_INIT`. The page title is **NON-ERM USERS ONLY**. Below the title, a message reads: "Please enter the SSN, Name and Home Command and Click the Submit button to initiate the SAAR Process." A section titled "Please fill the Required Fields" contains the following form elements:

- EmplID:** A text input field containing "123456789". A red asterisk (*) is to the right of the field. A callout bubble with the number "4" points to this field.
- Date of Birth:** A text input field followed by a calendar icon and the text "(MM/DD/YYYY)".
- Name:** A text input field containing "REED,WALTER E.". A red asterisk (*) is to the right of the field. Below the field is the text "(Last,First Middle)".
- Command UIC:** A text input field containing "0172A". Below the field is the text "(* Required)".

At the bottom of the form are two buttons: **SUBMIT** and **RESET**. A callout bubble with the number "5" points to the SUBMIT button. Below the buttons is a link labeled **ERM Main**.

Section 4 - Accessing and Navigating CIMS

The System Access Authorization Request (SAAR) Form will display.

1. Enter your e-mail address in the Email Address field.
2. Enter your commercial phone number in the Telephone field.
3. Check CIMS User?
4. Click the Operator

The screenshot shows a web browser window displaying the "System Access Authorization Request - (SAAR)" form. The form includes a "PRIVACY STATEMENT" at the top, followed by a "User Profile" section with "Operator Details" and "General Attributes". The "Operator Details" section contains fields for "Operator ID:" and "Operator Id/Password:". The "General Attributes" section contains fields for "EmplID:", "Name:", "Department:", "Rank/Rate:", "Email Address:", "Account Type:", and "Telephone:". The "Email Address" field is highlighted with a red circle and the number 1. The "Telephone" field is highlighted with a red circle and the number 2. The "Account Type" field is highlighted with a red circle and the number 3. The "Operator Id/Password" field is highlighted with a red circle and the number 4. The form also includes a "JUSTIFICATION" button and a "Security Type & User Roles" section with checkboxes for "Corporate User?", "ANO User?", and "CIMS User?". The "CIMS User?" checkbox is checked. The "ePerformance Details" section contains a link to "Request Access to ePerformance" and a description of the ePerformance system.

System Access Authorization Request - (SAAR)

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained in this system may be disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA component, published annually in the Federal Register, and the disclosures generally permitted under U.S.C. 552.

User Profile

Operator Details

Operator ID: [] Operator Id/Password: []

General Attributes

EmplID: 123456789 Name: REED,WALTER E.
Department: 0172A COMDESRON 1
Rank/Rate: N/A Account Type: Civilian
Email Address: reed.waltere@navy.mil Telephone: 222-222-2222
(joe.smith@navy.mil)

JUSTIFICATION

Security Type & User Roles

Corporate User

☐ Corporate User? This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel
☐ ANO User? Acceptance and Oath of Office
☒ CIMS User? Career Information Management System

ePerformance Details

Click to Request Access to ePerformance: ePerformance is a Sub-System in the Enterprise Database. ePerformance is both a counseling and performance tool used to measure effective performance of organizational behaviors.

Security Type

Section 4 - Accessing and Navigating CIMS

The Operator Id and Password page displays.

5. Enter your Operator ID in the Operator ID field (See Operation Id and Password Restrictions).
6. Enter your Password in the Password field and reenter it in the Confirm Password field. (NOTE: Remember your Operator ID and Password. You will need them to Sign In to CIMS).

The screenshot shows a web browser window with the address bar displaying a URL. The page title is "Operator Id & Password". Below the title is a section titled "Password Details" containing three input fields: "Operator ID:", "Password:", and "Confirm Password:". The "Operator ID" field contains the text "ReedCCC_CD/1" and has a lightning bolt icon next to it. Callout 5 points to the "Operator ID" field, and callout 6 points to the "Password" field. To the right of the input fields is a red-bordered box with the text: "NOTE: Please remember the Operator Id & Password that you entered. You will require this information to login to the system, once your request has been Approved." Below this is a section titled "Operator Id and Password Restrictions" with a list of rules. Callout 7 points to the "OK" button at the bottom left of the page.

5

6

IMPORTANT

NOTE: Please remember the Operator Id & Password that you entered. You will require this information to login to the system, once your request has been Approved.

Operator Id and Password Restrictions

- Operator Id is case sensitive and must be a minimum of 8 Characters Long not exceeding 25 characters.
- Operator Id can contain either Alpha-Numeric Character or Special Characters.
- Operator Id can be Generated Automatically by Clicking on the Lightning Bolt Icon next to the Operator Id Field.
- Operator Password must contain Alpha-Numeric Characters.
- Operator Password must be a minimum of 8 Characters Long not exceeding 25 characters.
- Operator Password must contain at least 2 digits.
- Operator Password must contain a mix of alpha characters and numbers. One Upper-case alpha and at least one lower case alpha.

7

OK Cancel

Section 4 - Accessing and Navigating CIMS

The SAAR Form displays. Scroll down to General Attributes.

8. Click the **JUSTIFICATION** button to take you to the Comments Page.
9. Enter your justification for obtaining access to CIMS (examples are provided).
10. Click the OK button to return

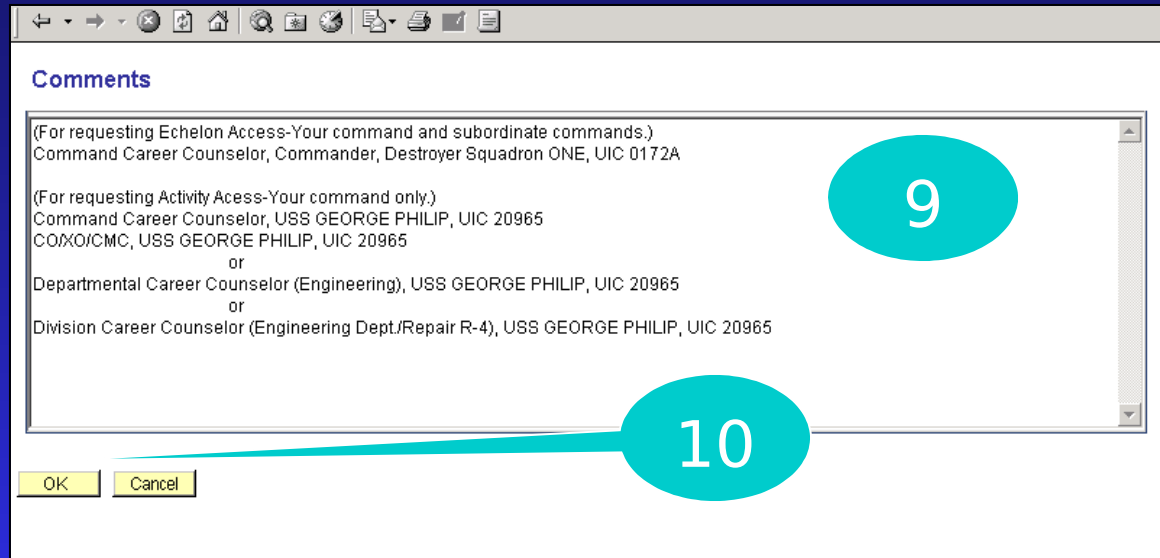


User Profile

Operator Details	
Operator ID:	<input type="text" value="Operator Id/Password"/>

General Attributes	
EmpID: 123456789	Name: REED, WALTER E.
Department: 0172A	COMDESRON 1
Rank/Rate: N/A	Account Type: Civilian
Email Address: reed.waltere@navy.mil	Telephone: 222-222-2222

JUSTIFICATION



Comments

(For requesting Echelon Access-Your command and subordinate commands.)
Command Career Counselor, Commander, Destroyer Squadron ONE, UIC 0172A

(For requesting Activity Access-Your command only.)
Command Career Counselor, USS GEORGE PHILIP, UIC 20965
CO/XO/CMC, USS GEORGE PHILIP, UIC 20965
or
Departmental Career Counselor (Engineering), USS GEORGE PHILIP, UIC 20965
or
Division Career Counselor (Engineering Dept/Repair R-4), USS GEORGE PHILIP, UIC 20965

OK **Cancel**

Section 4 - Accessing and Navigating CIMS

The SAAR Form displays. Locate the Admin Level Roles section.

11. Depending on the access level you are requesting, select either the Command Career Counselor or Dept/Div Career Counselor option.

12. Scroll down the page and find the UIC Access Setup section.

13. Click the CIMS UIC Access link

Click to Request Access to ePerformance: ePerformance is a Sub-System in the Enterprise Database. ePerformance is both a counseling and performance tool used to measure effective performance of organizational behaviors.

Security Type

☐ Pay & Personnel Offices ☒ Command/Fleet Users

Admin Level Roles

☐ Admin Level - Create ☐ Admin Level - Approve ☐ Admin Level - Inquiry
☐ ANO - Create ☐ ANO - Approve
☒ Command Career Counselor ☐ Dept/Div Career Counselor

Special Categories

☐ NAMISSO/FAM ☐ Reports Administrator?
☐ Authorized to Release Personnel Data ☐ Access to PRA Sensitive Records?

ERM Application(s) Access List

[Select All](#) [De-Select All](#)

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

[Select](#) [ERM Application](#)

☐

Web AdHoc Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

[CIMS UIC Access](#)

Workflow Setup

Section 4 - Accessing and Navigating CIMS

The UIC Access screen allows you to select and identify your Command UIC.

14. Enter your Command UIC in the Department ID field.

15. Click the OK button to display the Command Name beside the Command UIC.

16. Click the OK button to return to the SAAR

EmplID: 123456789 REED,WALTER E.

Department ID	Activity Long Title
0172A	

Callout 14 points to the Department ID field.

EmplID: 123456789 REED,WALTER E.

Department ID	Activity Long Title
20965	COMDESRON 1

Callout 15 points to the OK button. Callout 16 points to the OK button.

Section 4 - Accessing and Navigating CIMS

Complete and submit the SAAR Form.

17. Enter Supervisor's name in the Name field of the Supervisor Details - SAAR Form section.

18. Enter Supervisor's e-mail address in the Email ID field

19. Enter Supervisor's commercial telephone number in the Contact Phone field.

The screenshot shows the 'Supervisor Details - SAAR Form' section of the CIMS system. It includes a 'Workflow Setup' link, a 'Click here to Set-Up Next Roleusers in Route' link, and three input fields: 'Name' (containing 'HENRY,KEVIN WRAY'), 'Email Id' (containing 'henry.kevinw@navy.mil'), and 'Contact Phone' (containing '222-222-3333'). A 'SUBMIT' button is at the bottom. Numbered callouts point to specific fields: 17 points to the Name field, 18 points to the Email Id field, 19 points to the Contact Phone field, and 20 points to the SUBMIT button.

CIMS-010 Access

Workflow Setup

[Click here to Set-Up Next Roleusers in Route](#)

Supervisor Details - SAAR Form

Name: *

(Last,First Middle)

Email Id: *

(joe.smith@cnrf.navy.nola.mil)

Contact Phone:

Section 4 - Accessing and Navigating CIMS

When you Sign In to CIMS, use the Operator ID and password you selected on your SAAR Form.

1. **On the NSIPS Homepage, select NSIPS & ESR Access.**
2. **On the Enterprise Records Management Sign In page, enter your Operator ID in the User ID field.**
3. **Enter your Password in the Password field.**
4. **Click the Sign In button**

Signing In

The screenshot shows a web browser window with the address <https://nsips.nmci.navy.mil/>. The page features a header with a "U.S. NAVY" logo and the text "Enterprise Records Management System". Below the header, there are links for "NSIPS & ESR Access" and "Web Ad Hoc Access". The main content area contains a sign-in form with the following elements:

- 1**: Points to the "Enterprise Records Management System" header.
- 2**: Points to the "Enterprise Data Warehouse" link.
- 3**: Points to the "User ID:" label and the corresponding input field.
- 4**: Points to the "Sign In" button.

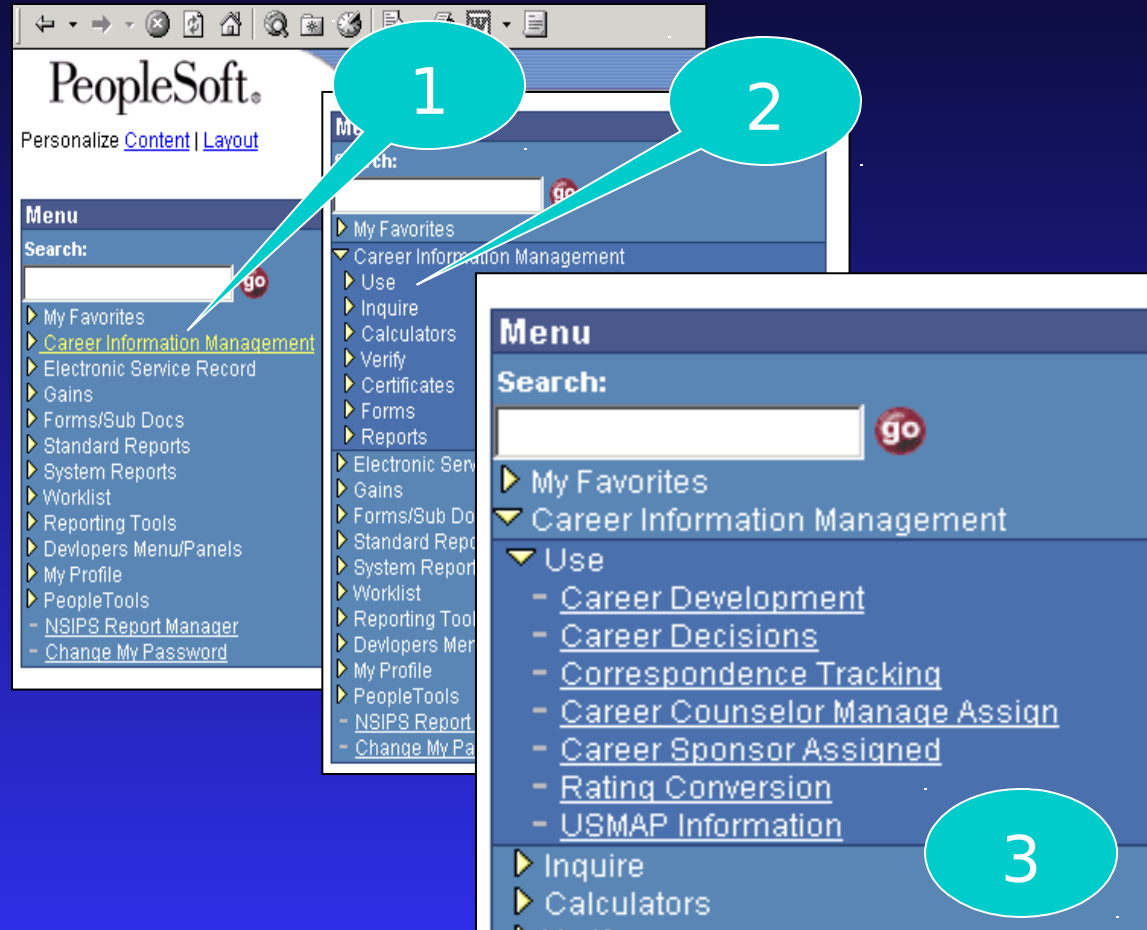
The form also includes a "Password:" label and a corresponding input field. At the bottom of the page, there is a link for "red Users)".

Section 4 – Accessing and Navigating CIMS

Navigation is the same for each section of CIMS. Individual pages of each Section and user access to those pages are discussed in Section 2 of this tutorial.

1. **From the PeopleSoft Menu, select Career Information Management.**
2. **From the expanded Career Information Menu, select Use.**
3. **From the expanded Use Menu, select the**

Navigating to CIMS Personal Information Pages

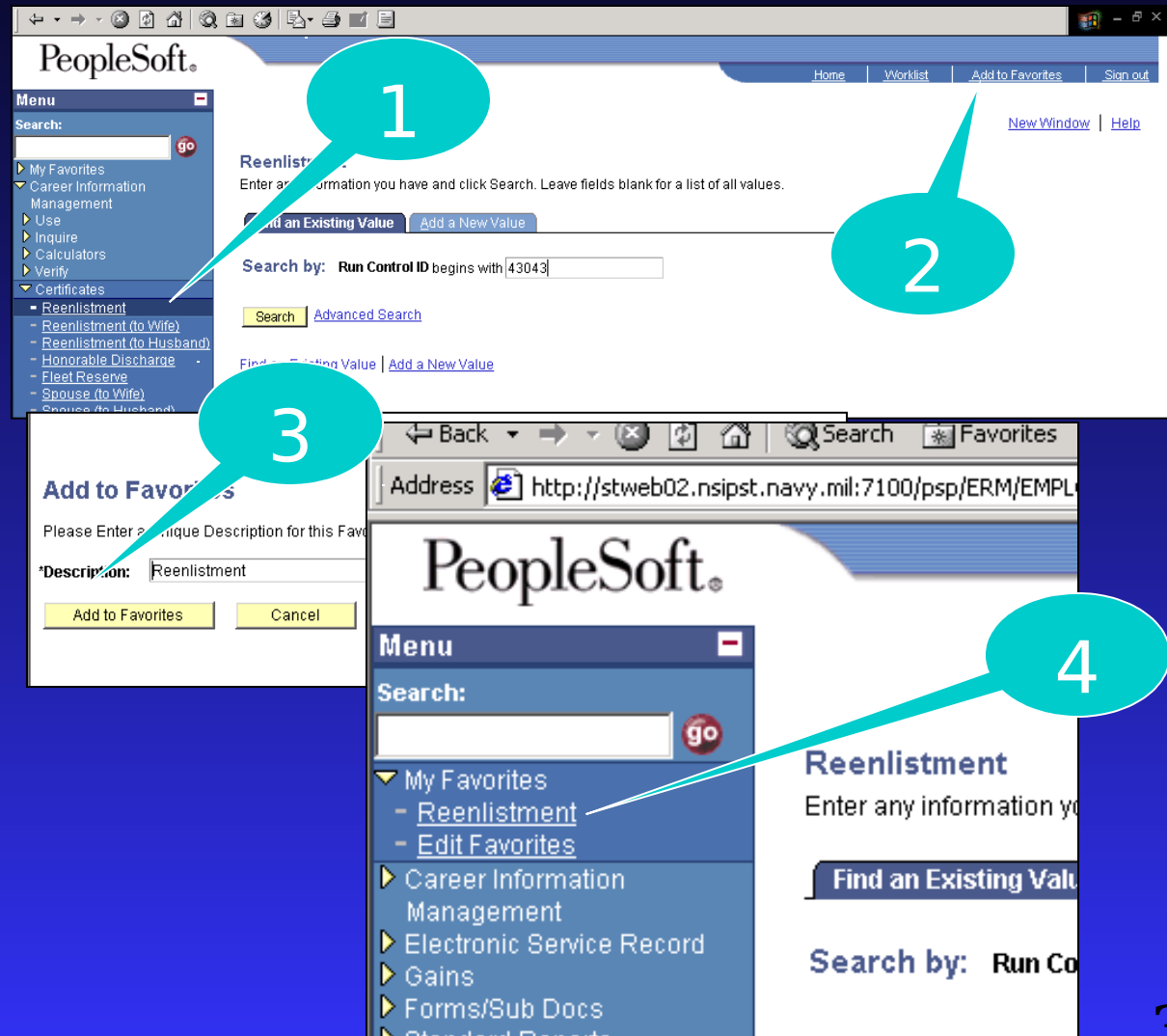


Section 4 - Accessing and Navigating CIMS

You can add often used pages to your My Favorites list.

1. **Navigate to the page you wish to make a Favorite (in this case, the Reenlistment Certificate).**
2. **Click the Add to Favorites link at the top of the page.**
3. **The screen refreshes. Click the Add to Favorites button.**
4. **Reenlistment has been added to your My Favorites**

Adding to the Favorites List



Section 4 – Accessing and Navigating CIMS

PeopleSoft allows you to remove items from your My Favorites list.

1. Click the Edit Favorites link. The screen will refresh.
2. Click the Delete button on the Edit Favorites page.
3. Click the OK button in the pop-up box. The screen will refresh.
4. Click the Save button at the bottom of the page. The link will be removed from your My

Deleting a Favorite

The screenshots show the following steps:

- Step 1:** The 'Menu' sidebar on the left has 'Edit Favorites' highlighted.
- Step 2:** The 'Edit Favorites' page shows a table with 'Reenlistment' as a favorite and a 'Delete' button.
- Step 3:** A confirmation dialog box asks 'Delete current/selected rows from this page? The delete will occur when the browser refreshes the page.' with 'OK' and 'Cancel' buttons.
- Step 4:** The 'Edit Favorites' page is shown again with the 'Save' button highlighted at the bottom.

Section 4 - Accessing and Navigating CIMS

Data within CIMS are stored in rows within PeopleSoft tables. Rows of data can be added from data entry pages. In the upper-right corner of the section that allows for adding or deleting rows, the Add a Row icon will appear. To add a row of data, click the Add a Row icon.

Data Entry Page Features

The screenshot shows the PeopleSoft web interface for the CIMS system. The browser window title is "PeopleSoft". The page is titled "Career Decisions". It displays personal information for a user named DOMENICK RICHARD SORRENTINO, including SSN, Rank/Rate (AA), and Current DSC (100). It also shows dates for ADSD (01/16/2003), PRD (08/01/2004), EAOS (01/15/2007), and Soft EAOS (01/15/2007). The main section is "Separation/Reenlistment/Fleet Reserve Retirement/Extensions", which includes a "Find" button, a "View All" link, and a "1 of 1" indicator. A yellow "Add a Row" icon is visible in the upper right corner of this section. Below the icon, there are fields for "Plan Type", "Planned Date", and "Comments". At the bottom of the page, there are links to "Selective Reenlistment Bonus Calculator", "Retirement Calculators", and "Survivor Benefit Plan Calculator". A "Save" button and a "Return to Search" button are also present.

PeopleSoft.

Career Decisions

SSN: [REDACTED] Name: SORRENTINO, DOMENICK RICHARD Rank/Rate: AA Current DSC: 100

ADSD: 01/16/2003 PRD: 08/01/2004 EAOS: 01/15/2007 Soft EAOS: 01/15/2007

Separation/Reenlistment/Fleet Reserve Retirement/Extensions Find | View All First 1 of 1 Last

Plan Type: [REDACTED] Planned Date: [REDACTED] Comments: [REDACTED]

Save Return to Search

Section 4 - Accessing and Navigating CIMS

Check boxes are used to select certain conditions. More than one check box can be selected.

Check Boxes

BOARD TRACKING

Completion Date

PROGRAM APPLIED FOR

☐ "A" School/Striker Designation

☐ Special Program

☐ Commissioning Programs

☐ Advancement

☐ Other

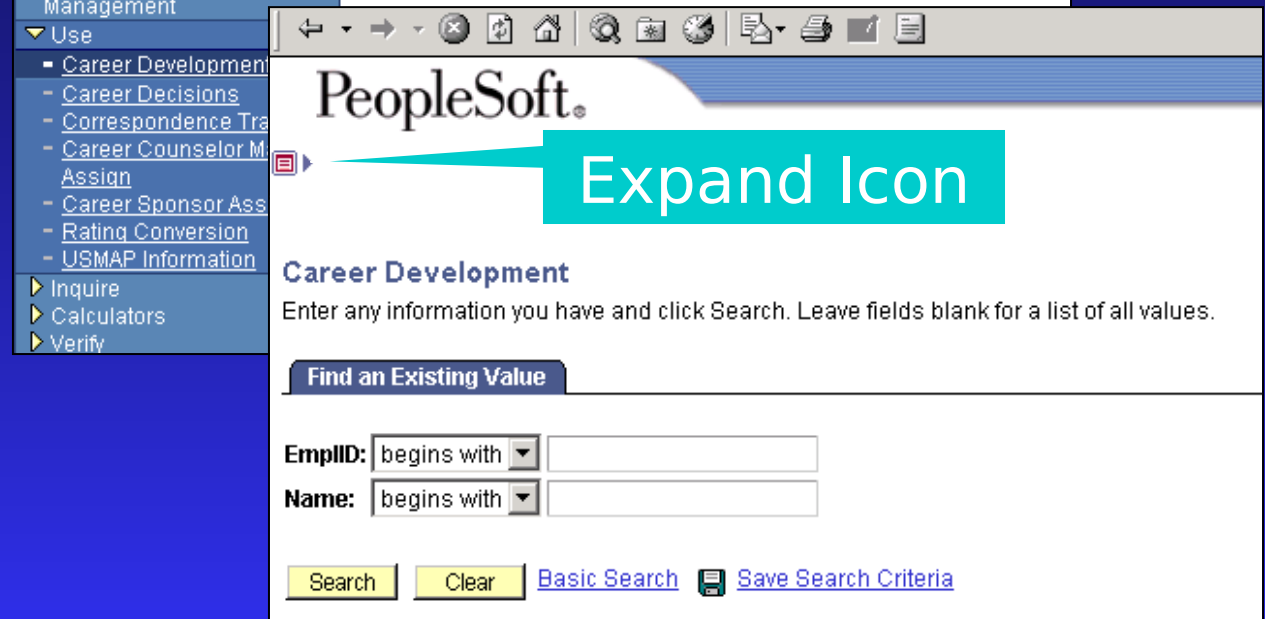
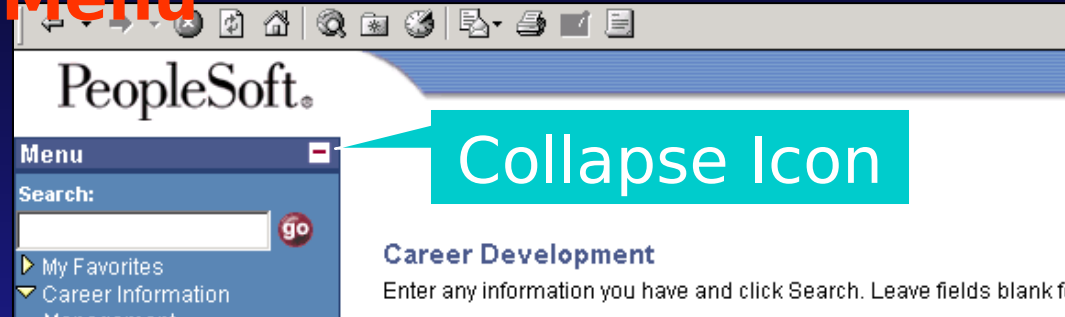
GED

Section 4 - Accessing and Navigating CIMS

Use the collapse (-) icon at the top of the Home Menu to minimize the Menu on the screen.

To expand the Menu, click the expand icon.

Collapse and Expand the Menu



Section 4 - Accessing and Navigating CIMS

You will enter appropriate data into page fields. These are built-in safeguards or edits to ensure the data values are valid. The edits are based on requirements and business rules programmed into CIMS.

Data Entry

The screenshot displays the 'SBP Cost Estimate Form' within a 'Calculator' window. The form has three radio buttons: 'Spouse Only', 'Child Only' (which is selected), and 'Spouse and Child Only'. Fields include 'Last Name' (BEAL), 'Member's DOB' (06/13/1964), 'SBP Base Amount' (\$2414.00), 'Spouse DOB' (10/20/1967), 'Projected Retirement Date' (10/31/2004), and 'Youngest Child DOB' (07/22/1996). A 'Microsoft Internet Explorer' error dialog box is overlaid, stating: 'When "Child Only" is selected Spouse Date of Birth must be left blank. (29100,79)'. The dialog has an 'OK' button. Below the error box, the form continues with 'Amount:', 'Projected Retirement Date' (10/31/2004), 'Supplement SBP' (radio buttons for 'Yes' and 'No', with 'No' selected), 'DOB:', 'Youngest Child DOB' (07/22/1996), and a checkbox for 'Entered Service Prior 1990' (checked). At the bottom are 'Do Estimate' and 'Clear' buttons.

Section 4 - Accessing and Navigating CIMS

Date fields have a Choose a Date Look up button that accesses a calendar for date selection.

The Choose a Date Look up button displays a calendar where you can select a date. You can also enter the date in the field in MM/DD/YYYY format.

The calendar will populate the date field in MM/DD/YYYY

Date Fields

The screenshot shows the CIMS interface for 'Separation/Reenlistment/Fleet Reserve Retirement/Extensions'. The 'Date' field is highlighted with a callout 'Choose a Date Look up Button'. A calendar is displayed over the form, showing the date 10/18/2004. A callout 'Choose a Date Calendar' points to the calendar. Another callout 'Populated Date Field' points to the 'Date' field which now contains '10/18/2004'.

Plan

Type:

Planned

Date:

Comments:

[Selective Reenlistment Bo](#)

Save Return to Search

Plan

Type:

Planned

Date:

10/18/2004

Survivor Benefit Plan

Section 4 - Accessing and Navigating CIMS

The drop-down arrow at the end of various fields displays a list of valid values for that field. Selecting from the list of valid values populates the information in the field. This list is available by clicking the field's drop-down arrow. The list of valid values for the field displays.

Drop-down Arrow

The top screenshot shows a 'Lump Sum Leave Calculator' form. It includes fields for 'Category:', 'Number of Years:', 'Days Selling:', 'Month:', and 'Estimated Paid:'. The 'Number of Years:' field has a drop-down arrow. A callout points to the arrow.

The bottom screenshot shows a 'Reserve' form. It includes fields for 'CREO Category:', 'Number of Years:', and 'Days S...'. The 'Number of Years:' field has '4 yrs' selected. A callout points to the selected value.

Section 4 - Accessing and Navigating CIMS

With CIMS, there are three types of fields.

Required Fields must be completed to save the page.

Pre-filled fields are populated with data from NSIPS or previously entered in CIMS.

Hidden fields are fields that were previously hidden, which display depending on selections made on the page.

Fields

The screenshot displays the CIMS interface with three overlapping callout boxes illustrating different field types:

- Pre-filled Field:** Points to the 'ADSD: 01/16/2003' field at the top of the page.
- Required Field:** Points to the 'Plan' dropdown menu, which is currently set to 'EXT'.
- Hidden Field:** Points to the 'Lump Sum Leave Calculator' section, which is initially hidden and only appears after a selection is made in the 'Plan' field.

The interface also shows other fields such as 'CREO Category:', 'Number of Months:', 'Days Selling:', 'Location:', 'Time:', 'Reenlisting Officer:', and 'Comments:'.

Section 4 - Accessing and Navigating CIMS

The Look up button at the end of a field, represented by the magnifying glass, indicates you can obtain a list of valid values required for the field. Some Look up buttons open the Look up page, allowing you to refine your search for values.

Look up Button

The screenshot displays the 'Career Development Comments' form. At the top, there are fields for 'Board Comment', 'Date', 'Career Development Board Type', and a 'Look up' button (magnifying glass icon). A callout points to the 'Look up' button, and another points to the 'Career Development Board Type' field, which is labeled 'Populated Field'. Below the form, a 'Search Results' window is open, showing a list of valid values for the 'Career Development Board Type' field. The list is titled 'Search Results' and includes a 'View All' link and a page indicator '1-13 of 13'. The list has two columns: 'CDB Comments Type' and 'Description'. The 'Look up' button is also labeled 'Basic Lookup'.

Look up Button

Populated Field

Valid Values List

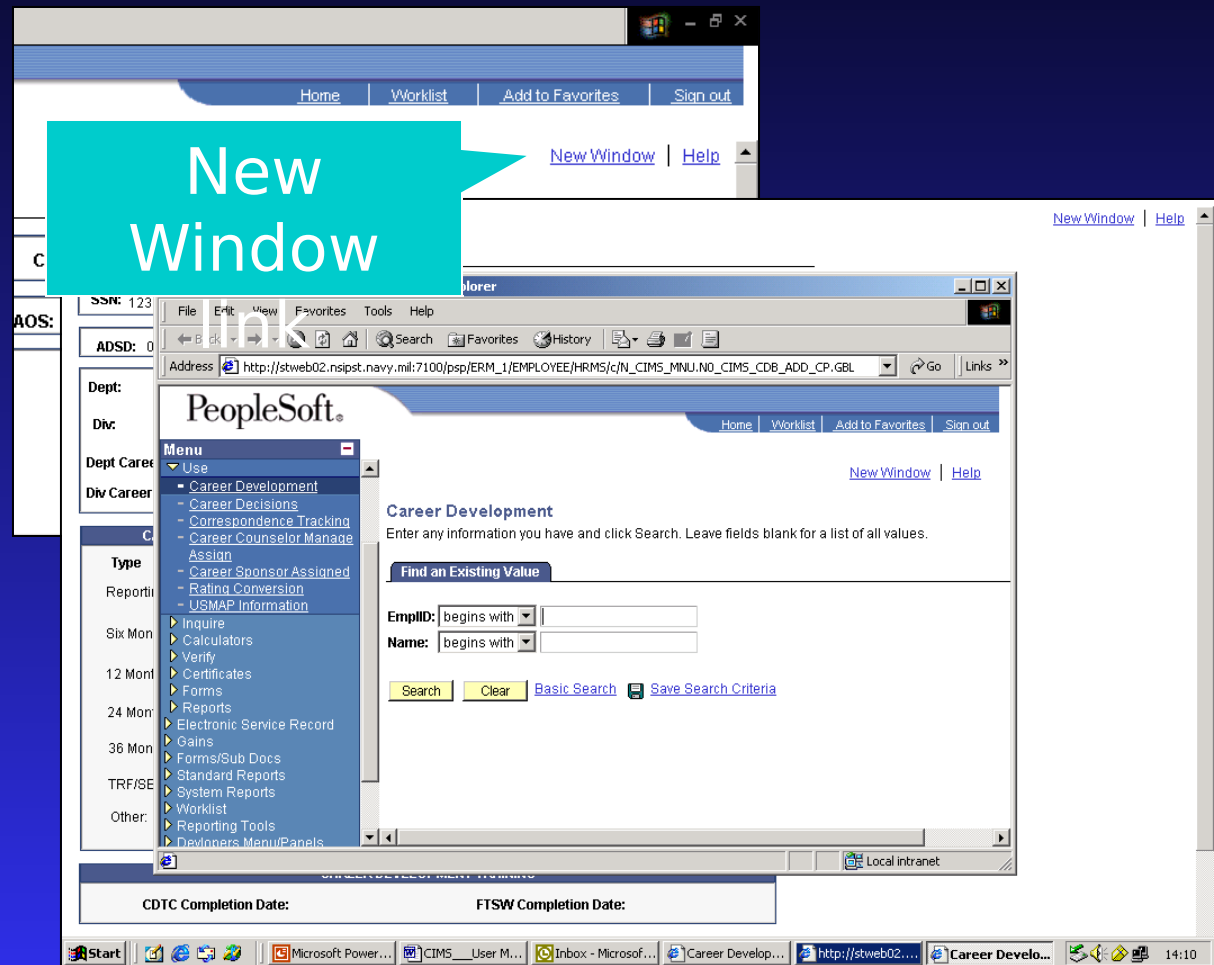
CDB Comments Type	Description
A	6-Month Interview
B	12-Month Interview
C	24-Month Interview
D	36-Month Interview
E	Other
F	TRF/SRF
G	Short Term Goals
H	Long Term Goals
I	CDB Comments
J	A School/Striker
K	Special Program
L	Commissioning Prog
M	ADVANCEMENT

Section 4 – Accessing and Navigating CIMS

Click the New Window link to open a second session of CIMS without leaving your current session. This is useful if additional information is needed to complete the current session.

You can navigate to another page using the same navigational steps as in the original session.

New Window Feature



Section 4 - Accessing and Navigating CIMS

Options are used to select actions. Associated options are grouped together, and only one option can be selected at a time. Click the corresponding circle to select the option.

Options

The screenshot shows the 'SBP Cost Estimate Form' with the following fields and options:





- Form Title:** SBP Cost Estimate Form
- Options:** ☒ Spouse Only, ☐ Child Only, ☐ Spouse and Child Only
- Last Name:** BEAL
- SBP Base Amount:** \$2313.00
- Projected Retirement Date:** 08/31/2005
- Member's DOB:** 06/13/1964
- Spouse DOB:** 02/24/1967
- Youngest Child DOB:** (empty)
- Supplement SBP:** ☐ Yes, ☒ No
- Entered Service Prior 1990:** (checkbox)
- Buttons:** Do Estimate

A red arrow points from the 'Spouse Only' radio button to a red box labeled 'Option'.

Section 4 - Accessing and Navigating CIMS

There are various buttons located at the bottom of each page. The buttons pertain to actions or conditions associated with the component. The following is an example of the page button from the Career Development page.

Page Buttons

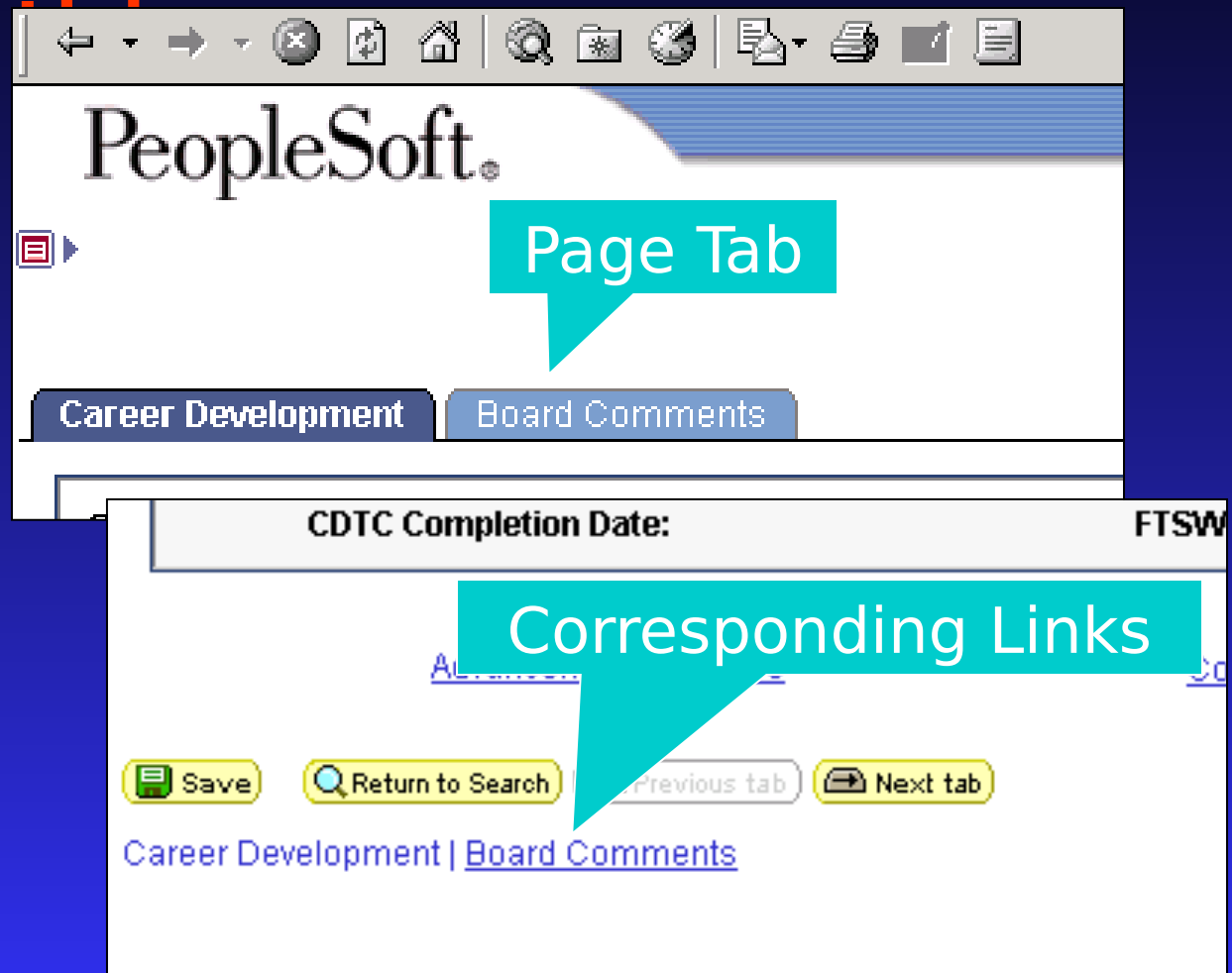
36 Month: 05/15/2006 <input type="text"/>		GED	
TRF/SEP: <input type="text"/>	<input type="text"/>	Working Toward:	
Other: <input type="text"/>	<input type="text"/>	Course Start Date:	
		End Date:	
CAREER DEVELOPMENT TRAINING			
CDTC Completion Date:		FTSW Completion Date:	
Advancement Statistics			
   			
Career Development Board Comments			

Page Button

Section 4 - Accessing and Navigating CIMS

Some functions require a single page to enter or display information, while others require multiple pages in a page group. Click the page tabs located at the top of the page or corresponding links at the bottom of the page to open pages in the page group.

Page Tabs and Corresponding



Section 4 – Accessing and Navigating CIMS

Scroll Bar

The display of several rows of data may require the use of the vertical and horizontal Scroll Bars to view all data. The Scroll Bar becomes available when all entries cannot fit on the viewing screen.

Section 4 - Accessing and Navigating CIMS

Tab Key

There are two ways to move from field to field on a page

- ☐ Single-click in the field
- ☐ Use the keyboard Tab key

Using the Tab key moves the cursor to the next field according to the programmed sequence for field completion. Completing fields in the incorrect order could generate an error message. <Shift><Tab> moves the cursor backwards.

Section 4 - Accessing and Navigating CIMS

The View All, First, and Last features control the amount of data rows being displayed on the screen. The system defaults to only displaying a certain amount of data rows. Additional data rows may be viewed by selecting the View All, First, or Last links.

View All, First, and Last



Section 4 - Accessing and Navigating CIMS

The Spell Check feature allows you to check and correct spelling errors in certain data input fields.

Clicking the Spell Check button activates the Spell Check feature of CIMS.

Spell Check

The screenshot shows the 'Career Development Comment' form with a 'Spell Check' dialog box open. The dialog box contains the following elements:

- Field Label:** Career Development Board Comments
- Spell Check Text:** Completed Bachelors of Science Degree
- Change To:** Bachelors
- Alternatives:** Bachelors
- Buttons:** Ignore, Ignore All, Change, Change All, Add, OK, Cancel

Annotations with arrows point to the following features:

- Spell Check:** Points to the 'Spell Check' button in the top right of the dialog box.
- Selection Buttons:** Points to the 'Change' and 'Change All' buttons.
- Accept Change OK Button:** Points to the 'OK' button.
- Corrected Spelling:** Points to the 'Bachelors' text in the 'Change To' field.

Section 4 – Accessing and Navigating CIMS

NSIPS Web Afloat

NSIPS Web Afloat is a design feature that permits the shipboard user to continue using CIMS when no Internet connection is available.

Prior to losing Internet connectivity, the ship will engage the NSIPS Web Afloat feature that downloads information required to continue using CIMS.

Onboard computers
Interact with onboard

When Internet connectivity is available, NSIPS information and transactions update.

While operating CIMS in NSIPS Web Afloat mode, the Dept. and Div. CC should not see any differences from normal CIMS operation. NSIPS Web Afloat will be entirely transparent to the user.

Should the CCC need reports normally obtained from CIMS reports, the ISIC is

charged with generating and transmitting the reports to the ship. Transmission will be by most efficient means possible.

Should you have any problems while running CIMS in NSIPS Web Afloat, contact your IT Team.

CIMS - Career Information Management System

October
2004

Section 5 - CIMS Career Information Pages Career Development Page

The Use pages are the basic record keeping component of CIMS.

Dept. and Div. CCs enter information here.

This information must be verified by the CCC using the CIMS Verify pages.

1. Enter member name in Name field or enter partial SSN in EmplID field.
2. Click the Search button.
3. Double-click either the SSN or name link of the member you wish


Career Development
Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

EmplID: begins with

Name: begins with

☐ Case Sensitive


[Basic Search](#)  [Save Search Criteria](#)

Find an Existing Value

EmplID: begins with

Name: begins with

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

EmplID	Empl Rcd Nbr	Name	Officer - Enlisted Indicator
0		RIVERA,EDUARDO MIGUEL	Enl
0		TORREY,JON ALBERT JR	Enl

Section 5 - CIMS Career Information Pages

The Career Development page has pre-filled fields as well as required fields.

1. The CC uses this page to enter information on a member, such as when a CDB was conducted or an application to a program submitted.
2. To go to the CDB record page, click the Board Comments tab.
3. Click the Save button to save date entered here

Career Development

The screenshot shows the PeopleSoft Career Development page for a user named SORRENTINO, DOMENICK RICHARD. The page is divided into several sections. Callout 1 points to the 'PROGRAM APPLIED FOR' section, which includes checkboxes for 'A' School/Striker Designation, Special Program, Commissioning Programs, Advancement, and Other. Callout 2 points to the 'Board Comments' tab, which is currently selected. Callout 3 points to the 'Save' button at the bottom of the page. The page also includes a 'CAREER DEVELOPMENT BOARD TRACKING' table with columns for Type, Required Date, and Completion Date. The 'CAREER DEVELOPMENT TRAINING' section includes fields for CDTC and FTSW Completion Dates. The 'Working Toward' section includes fields for Course Start Date and End Date. The 'Advancement Statistics' and 'Course Data' sections are also visible at the bottom.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Career Development | Board Comments

SSN: [REDACTED] Name: SORRENTINO, DOMENICK RICHARD Rank/Rate: AA Current DSC: 100

ADSD: 01/16/2003 PRD: 08/01/2004 EAOS: 01/15/2007 Soft EAOS: 01/15/2007

Dept: CREO: Enlisted Designator: Div: Sponsor Assigned: Dept Career Counselor Assigned: Div Career Counselor Assigned:

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date
Reporting:	05/15/2003	[REDACTED]
Six Month:	11/15/2003	[REDACTED]
12 Month:	05/15/2004	[REDACTED]
24 Month:	05/15/2005	[REDACTED]
36 Month:	05/15/2006	[REDACTED]
TRF/SEP:	[REDACTED]	[REDACTED]
Other:	[REDACTED]	[REDACTED]

PROGRAM APPLIED FOR

☐ "A" School/Striker Designation
☐ Special Program
☐ Commissioning Programs
☐ Advancement
☐ Other

GED

Working Toward:
Course Start Date:
End Date:

CAREER DEVELOPMENT TRAINING

CDTC Completion Date: FTSW Completion Date:

Advancement Statistics Course Data

Save Return to Search Previous tab Next tab

Career Development | Board Comments

Section 5 - CIMS Career Information Pages

Board Comment Page

The Board Comments page is used to record information on a CDB (what type board, when, and what was accomplished).

This page must be saved and verified.

1. Use the Choose a Date Look up button to enter the date of the CDB.
2. Use the Look up button to determine the CDB Type (see Look up pages).
3. Enter Board

The screenshot displays the 'Look Up Career Development Board Type' form. It includes a search field for 'CDB Comments Type' with a dropdown menu set to 'begins with' and a text input field. Below the search field are buttons for 'Look Up', 'Clear', 'Cancel', and a link for 'Basic Lookup'. A 'Search Results' table is visible, showing columns for 'CDB Comments Type' and 'Description', with a row for '6-Month Interview'. The main form area is titled 'Career Development Board Comments' and contains fields for 'SSN', 'Name', 'Rank/Rate', 'Current DSC', 'ADSD', 'PRD', 'EAOS', and 'Soft EAOS'. A 'Career Development Comments' section includes a 'Board Comment Date' field (set to 05/15/2002) and a 'Career Development Board Type' dropdown (set to 6-Month Interview). The 'Board Comment' text area contains the following text: 'SNM assigned to Admin. Dept. Eligible for Sept. 02 PN2 exam. Enrolled USMAP, Information Technology. Taking two college courses, English 201 and Business Admin 101 during Summer Session 2005, Delgado College. Enrolled in squadron's EAWS program, 30% complete. Goals: BA Business Admin, LDO program when eligible.' Numbered callouts 1, 2, and 3 point to the 'Look Up' button, the 'Look Up' button in the search results, and the 'Board Comment' text area, respectively.

Look Up Career Development Board Type

CDB Comments Type: begins with

[Basic Lookup](#)

Search Results

CDB Comments Type	Description
A	6-Month Interview

Career Development Board Comments

SSN: 050720012 Name: TORREY, JON A. Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 11/01/2005 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Career Development Comments

Board Comment Date: 05/15/2002 Career Development Board Type: 6-Month Interview

Career Development Board Comments:

SNM assigned to Admin. Dept. Eligible for Sept. 02 PN2 exam. Enrolled USMAP, Information Technology. Taking two college courses, English 201 and Business Admin 101 during Summer Session 2005, Delgado College. Enrolled in squadron's EAWS program, 30% complete. Goals: BA Business Admin, LDO program when eligible.

Section 5 - CIMS Career Information Pages

Career Decisions Page

Depending on the type of transaction selected, fields available on this page will vary.

There are five plan type selections available on the Career Decisions page

- ☐ Extension
- ☐ Reenlistment
- ☐ Separation
- ☐ Fleet Reserve
- ☐ Retirement

Here we will review an example of each

PeopleSoft.

Home | Worklist | A

Menu

Search: go

- My Favorites
- Career Information Management
 - Use
 - Career Development
 - Career Decisions**
 - Correspondence Tracking
 - Career Counselor Manage Assign
 - Calculators
 - Certificates
 - Forms
 - Reports
 - Electronic Service Record
 - Gains
 - Forms/Sub Docs
 - Standard Reports
 - System Reports
 - Worklist
 - Reporting Tools
 - Developers Menu/Panels
 - My Profile
 - PeopleTools
 - NSIPS Report Manager
 - Change My Password

Career Decisions

SSN: Name: TORREY, JON Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 11/01/2006 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Separation/Reenlistment/Fleet Reserve Retirement/Extensions Find | View All First 1 of 1 Last

Plan

Type: Planned Date:

Comments:

Selective Reenlistment Bonus Calculator

Select one of the following values:

EXT	Extension
FLT	Fleet Reserve
REN	Reenlistment
RET	Retirement
SEP	Separation
<input type="button" value="Cancel"/>	

1. Select the Plan type by clicking the Plan Type Look up button.
2. Select EXT.

Section 5 - CIMS Career Information Pages

Career Decisions Page, Extension

1. Using the Plan Type Look up button, select EXT.
2. Use the Choose a Date Look up button to select the date the Extension will become operative.
3. If the member is selling back leave, enter the data in the Lump Sum Leave Calculator section.
4. Enter the number of months for the extension in the Number of Months field.
5. Add comments.
6. Select the appropriate calculator link at the bottom.

The screenshot shows the 'Career Decisions' page for a member named BERT JR. The page includes fields for SSN, Name, Rank/Rate (PN3), and Current DSC (100). Below these are dates for ADSD (05/28/1998), PRD (01/01/2006), EAOS (11/11/2005), and Soft EAOS (11/11/2005). The main section is titled 'Separation/Reenlistment/Fleet Reserve Retirement/Extensions'. It contains a 'Plan Type' field with 'EXT' selected, a 'Planned Date' field, and a 'CREO Category' field. A 'Number of Months' field is also present. To the right is a 'Lump Sum Leave Calculator' with fields for 'Days Selling', 'Monthly Base Pay', and 'Estimated Paid Leave Amt'. At the bottom, there are links for 'Selective Reenlistment Bonus Calculator', 'Retirement Calculator', and 'Survivor Benefit Plan Calculator'. A 'Comments' field is located at the bottom left. Numbered callouts 1 through 6 point to specific elements: 1 points to the Plan Type field, 2 points to the Planned Date field, 3 points to the Lump Sum Leave Calculator, 4 points to the Number of Months field, 5 points to the Comments field, and 6 points to the calculator links at the bottom.

Career Decisions

SSN: [REDACTED] Name: BERT JR Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 01/01/2006 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Separation/Reenlistment/Fleet Reserve Retirement/Extensions

Plan Type: EXT [Look Up] CREO Category: [REDACTED] Number of Months: [REDACTED]

Planned Date: [REDACTED] [Calendar Icon]

Lump Sum Leave Calculator

Days Selling: [REDACTED]

Monthly Base Pay: [REDACTED]

Estimated Paid Leave Amt: [REDACTED]

Comments: [REDACTED] [Add Comment Icon]

[Selective Reenlistment Bonus Calculator](#) [Retirement Calculator](#) [Survivor Benefit Plan Calculator](#)

[Save] [Return to Search] [Next in List] [Previous in List]

Section 5 - CIMS Career Information Pages

Career Decisions Page, Reenlistment Example

1. Using the Plan Type Look up button, select REN.
2. Using the Choose a Date Look up button, enter the reenlistment date.
3. Using the Number of Years drop-down arrow, select the number of years for the reenlistment.
4. Enter Lump Sum Leave data.
5. Enter Location, Time and Reenlisting Officer.
6. Add any pertinent comments.

The screenshot displays the 'Career Decisions' page in the CIMS system. At the top, a header bar contains the title 'Career Decisions'. Below this, a form displays personal and service information: SSN (redacted), Name (T. BERT JR), Rank/Rate (PN3), Current DSC (100), ADSD (05/28/1998), PRD (01/2006), EAOS (11/11/2005), and Soft EAOS (11/11/2005). The main section is titled 'Separation/Reenlistment/Fleet Reserve Retirement/Extensions' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. A yellow '+' button is visible. The 'Plan Type' is set to 'REN' with a search icon. The 'CREO Category' is a dropdown menu. The 'Number of Years' is a dropdown menu. The 'Planned Date' is set to '11/11/2005' with a calendar icon. A 'Lump Sum Leave Calculator' box is on the right, containing 'Days Selling' (40.0), 'Monthly Base Pay' (1972), and 'Estimated Paid Leave Amt' (empty). Below the calculator, there are fields for 'Location', 'Time', and 'Reenlisting Officer'. A 'Comments' field is at the bottom with a checkmark icon. Numbered callouts 1 through 7 point to specific fields: 1 points to the Name field, 2 points to the Planned Date field, 3 points to the Number of Years dropdown, 4 points to the Lump Sum Leave Calculator box, 5 points to the Time field, 6 points to the Comments field, and 7 points to the Reenlisting Officer field.

Career Decisions

SSN: () Name: T. BERT JR Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 01/2006 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Separation/Reenlistment/Fleet Reserve Retirement/Extensions Find | View All First 1 of 1 Last

Plan Type: REN CREO Category: Number of Years: []

Planned Date: 11/11/2005

Lump Sum Leave Calculator

Days Selling: 40.0

Monthly Base Pay: 1972

Estimated Paid Leave Amt: []

Location: [] Time: []

Reenlisting Officer: []

Comments: []

Section 5 - CIMS Career Information Pages

Career Decisions Page, Separation Example

1. Using the corresponding Choose a Date Look up button, select the
 - ☐ Planned Date
 - ☐ DD 2648 Date
 - ☐ TAP Date
 - ☐ CARIT Date
 - ☐ PDTY Date
 - ☐ Terminal Leave
2. Enter Lump Sum Leave information
3. Add any pertinent comments.
4. Scroll to the bottom of the page and click the Save button.

Career Decisions

SSN: 0 [redacted] Name: [redacted] BERT JR Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 11/01/2006 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Separation/Reenlistment/Fleet Reserve Retirement/Extensions Find | View All First 1 of 1 Last

Program

Plan: SEP [Look Up]

Type: [redacted]

Planned Date: 11/11/2005 [Calendar]

DD 2648 Date: [redacted] [Calendar]

TAP Date: [redacted] [Calendar]

CARIT Date: [redacted] [Calendar]

Request Status

CREO Category: [redacted]

Lump Sum Leave Calculator

Days Selling: 40.0

Monthly Base Pay: 1972

Estimated Paid Leave Amt: [redacted]

PDTY Date

From: [redacted] [Calendar] To: [redacted] [Calendar]

Terminal Leave

From: [redacted] [Calendar] To: [redacted] [Calendar]

Comments: [redacted] [Save]

Section 5 - CIMS Career Information Pages

Career Decisions Page, Fleet Reserve Example

1. Using the Plan Type Look up button, select FLT.
2. Using the corresponding Choose a Date Look up button, enter the Planned Date, DD 2648 Date, TAP Date, PDTY Date, Terminal Leave, FLTRES Application Date, Acknowledgement Date, and the DTG of Message.
3. Enter Lump Sum Leave information.
4. Add any pertinent comments.
5. Scroll to the bottom of the

The screenshot shows the 'Career Decisions' page for a user named MENICK RICHARD. The page includes fields for SSN, Name, Current DSC (100), ADSD (01/16/2003), PRD (01/16/2004), EAOS (01/15/2007), and EAOS (01/15/2007). The main section is titled 'Separation/Reenlistment/Fleet Reserve Retirement/Extensions'. It contains several sub-sections: 'Program' with fields for Plan Type (FLT), Planned Date (09/30/2004), DD 2648 Date, TAP Date, and CARIT Date; 'Request Status' with fields for Application Date, Acknowledgement Date, and CSB Information; 'Lump Sum Leave Calculator' with fields for Days Selling, Monthly Base Pay, and Estimated Paid Leave Amt; 'PDTY Date' with From and To date fields; and 'Terminal Leave' with From and To date fields. At the bottom, there is a 'Comments' field and a 'Save' button. Numbered callouts point to the following elements: 1. Plan Type Look up button; 2. Choose a Date Look up button; 3. Lump Sum Leave Calculator; 4. Comments field; 5. Save button.

Section 5 - CIMS Career Information Pages

Career Decisions Page, Retirement Example

Required fields for Retirement are identical to that of Plan Type Fleet Reserve.

However, the Planned Date for Retirement will be on the first date of the month following the completion of 30 years of service.

Career Decisions

SSN: ██████████ Name: SORRENTINO,DOMENICK RICHARD Rank/Rate: AA Current DSC: 100

ADSD: 01/16/2003 PRD: 08/01/2004 EAOS: 01/15/2007 Soft EAOS: 01/15/2007

Separation/Reenlistment/Fleet Reserve Retirement/Extensions Find | View All First 1 of 1 Last

Program
Plan Type: RET
Planned Date: 10/01/2004
DD 2648 Date:
TAP Date:
CARIT Date:

Request Status
Application Date:
Acknowledgement Date:
DTG of Message:
☐ CSB Information

Lump Sum Leave Calculator
Days Selling:
Monthly Base Pay:
Estimated Paid Leave Amt:

PDTY Date
From: To:

Terminal Leave
From: To:

Comments:

[Selective Reenlistment Bonus Calculator](#) [Retirement Calculators](#) [Survivor Benefit Plan Calculator](#)

Save Return to Search

Section 5 - CIMS Career Information Pages

This page records any correspondence, package, or request submitted by the member.

Saved Dept. and Div. CC entries must be verified by the CGC.

Using the **Look Up** buttons and **Choose a Date** **Look up** buttons, select the appropriate item.

- ❑ Use the **Add Row** button, you may enter additional correspondence.
- ❑ Click the **Save** button at the bottom of the page to save your

Correspondence Tracking Page

Corr Tracking

SSN: Name: SORRENTINO,DOMENICK RICHARD Rank/Rate: AA Current DS:

ADSD: PRD: 08/01/2004 EAOS: 01/15/2005 Soft EAOS: 01/15/2005

Correspondence Tracking

Program Type:

Status:

Status Date:

Package

Type:

Submission Date:

Select one of the following values

A Approved

C Conversion Approved

D Disapproved

E Separate

H In-house

I In Rate Approved

P Pending

R PTS Reenlistment

S Submitted

Look Up Program Type

Search by: Program Type code begins with

[Advanced Lookup](#)

Search Results

View All First 1-19 of 19 Last

Program Type code	Description
AOC	AOC
ASC	"A" School
CON	CONVERSION
CWO	Chief Warrant Officer
GRD	GUARD 2000
HAR	HARP
HYT	High Year Tenure Waiver
LDO	Limited Duty Officer
MEC	MECP
OCS	Officer Candidate School
OHA	OHARP
OTH	OTHER
PTS	Perform To Serve
SCR	SCORE
SEA	SEA
SPG	SPECIAL PROGRAMS
STA	STA-21
STR	STAR
USM	US MAP

Look Up Type

Search by: Package Type

[Advanced Lookup](#)

Search Results

View All First 1-5 of 5

Package Type	Description
1	1306/7
2	Message
3	Board Package
4	Electronic
5	Request

03

Section 5 - CIMS Career Information Pages

The Sponsor Assignment page is completed when Orders are received on the Prospective Gain (PG).

1. **Select the Sponsor using the Find an Existing Value page using either the SSN or name.**
2. **Enter the date the sponsor was assigned in the Assignment Date field.**
3. **Enter the PG SSN.**
4. **Click the Save button to place the entry in the CCC Verify**

Sponsor Assignment Page

The screenshot shows the 'Sponsor Assigned' page in a web browser. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below these are links for New Window and Help. The main section is titled 'Sponsor Assigned' and contains a form with the following fields: SSN (with a redacted value), Name (SORRENTINO, DOMENICK RICHARD), Rank/Rate (AA), and Current DSC (100). Below this is a table titled 'SPONSOR ASSIGNED DATA' with columns: Assigned Date, PG SSN, Rank/Rate, Name, Detach, Reported, Estimated, and View Order. The table has one row with the following data: 1, 10/19/2004, [redacted], [redacted], [redacted], [redacted], [redacted], and View Order. At the bottom left, there are two buttons: Save and Return to Search. Numbered callouts are present: 1 points to the 'Sponsor Assigned' title; 2 points to the 'Assigned Date' field; 3 points to the 'PG SSN' field; and 4 points to the 'Save' button.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Sponsor Assigned

SSN: [redacted] Name: SORRENTINO, DOMENICK RICHARD Rank/Rate: AA Current DSC: 100

SPONSOR ASSIGNED DATA [Customize](#) | [Find](#) | [View All](#) | First 1 of 1

	Assigned Date	PG SSN	Rank/Rate	Name	Detach	Reported	Estimated	View Order
1	10/19/2004	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	View Order

[Save](#) [Return to Search](#)

Section 5 - CIMS Career Information Pages

Career Counselor Manage Assign Page

This page is accessed only by the CCC to assign members to a Dept. and Div.

1. Using Find an Existing Value, select the member you wish to assign.
2. Enter the Assigned Date.
3. Enter the UIC.
4. Click the UIC Look up button to populate the Description field
5. Select Dept. or Div.
6. Enter the Dept. or Div.
7. Click the Save

Career Counselor Manage Assign
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Career Counselor Manage Assign
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Search Results

View All First 1-22 of 22 Last

EmplID	Empl Dept Hbr	Name	Officer - Enlisted Indicator
1	G	CHRIST, ELLA MARIE FRANK	Enl

Counselor Asgmt

SSN: Name: CHRIST, ELLA MARIE FRANK Rank/Rate: HM2 Current DSC: 100

Career Counselor Info Customize | Find | View All First 1 of 1 Last

	Assigned Date	UIC	Description	Dept/Div Ind	Dept/Div	Deassigned Date
1	10/10/2001	0003N	NMCB 28	Department	ADM	

Section 5 - CIMS Career Information Pages

This page is accessed only by the CCC to assign a member to Dept. and Div. Counselors.

Individual Dept/Div Assign

Ind Career Counselor Assign
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with [Advanced Search](#)

Search Results

EmplID	Empl Rcd Nbr	Name	Officer - Enlisted Indicator
1	0	CHRIST, ELLA MARIE FRANK	Enl
5	0	TALLMAN, SCOTT FRANKLIN	Enl
1	0	WALTER, WILLIAM JOHN III	Enl
4	0	OEHLBECK, WILLIAM JOSEPH III	Enl

1. Using the Find an Existing Value page, select the member to be assigned to a CC.

2. Click the Dept Career Counselor EmplID Look up button. The page

CIMS Ind Dept/Div

SSN: 210546931 Name: CHRIST, ELLA MARIE FRANK Rank/Rate: HM2 Current DSC: 100

Dept: Div:

Assign Career Counselors

Dept Career Counselor EmplID:

Div Career Counselor EmplID:

Section 5 - CIMS Career Information Pages

The Look Up Dept Career Counselor EmplID displays.

Individual Dept/Div Assign

4. Select the SSN of the Department CCC you wish to assign to the member.
5. Click the Div Career Counselor EmplID Look up button.
6. Select the Div. CC from the Look Up Div Career Counselor EmplID page.

Look Up Dept Career Counselor EmplID

Search by: EmplID begins with

[CIMS Ind Dept/Div](#)

Search Results

EmplID	Name
00000000	NICHOLS,MI
00000001	NICHOLS,MI
00000002	WILLIAMS,EL
00000003	WILLIAMS,EL
00000004	FLOURNOY,
00000005	FESSLER,JA
00000006	BENA,JAMES
00000007	BENA,JAMES
00000008	MARTINEZ,K
00000009	MARTINEZ,K
00000010	MARTINEZ,K
00000011	BUCKLEY,SI
00000012	EDGAR,BRY
00000013	CARY,KEITH
00000014	NOBLE,CLAI
00000015	TALBERT,CHAR
00000016	PERRY,HOWAR
00000017	WILBURN,JERO
00000018	HARDEN,MAURI
00000019	STANLEY,GREG
00000020	STANLEY,GREG

Assign Career Counselor

SSN: Name: CHRIST,ELLA MARIE FRANK

Dept:

Div Career Counselor EmplID:

Look Up Div Career Counselor EmplID

Search by: EmplID begins with

[Advanced Lookup](#)

Search Results

EmplID	Department/Division	Dept/Div
0	5 Division	(blank)
1	7 Division	N1
2	6 Division	N22
2	5 Division	ADM
2	7 Division	ADM
3	1 Division	(blank)
3	1 Division	N22
5	5 Division	ADM
5	7 Division	OPS
5	5 Division	OPS

Assign Career Counselors

Dept Career Counselor EmplID: MS1 PERRY,HOWARD

Div Career Counselor EmplID: AO1 REGAN,WILLIAM JOHN

Section 5 - CIMS Career Information Pages

This is a pre-filled page. It displays a member's ASVAB and AFCT scores and information about the ASVAB and AFCT.

Rating Conversion Page

Rating Conversion

SSN: [REDACTED] Name: [REDACTED] Rank/Rate: STG2 [REDACTED] 148

Education

Level: L High School Diploma Years: 12

ASVAB/AFCT

Test ID: 20B AFQT: 80 NAPT CD: NFQT Score:

Most Recent Test 10/12/1993 **Test Site** 30646

Date: **UIC:**

Scores

GS: 67	WK: 58	NO/AO: 55	AS: 51	MC: 59	VE: 59	AI: 59	RADIO: 0
AR: 55	PC: 59	CS: 61	MK: 59	EI: 59	DLAB: 666	SONAR: 0	ESTS: 0

Calculate Eligibility Ratings 2

1. Use the Find an Existing Value page to find the member record (not shown) and corresponding Rating Conversion page.
2. Click the Calculate Eligibility Ratings

Section 5 - CIMS Career Information Pages

The Rating Conversion Calculate Eligibility Ratings page displays all ratings (see red box) for which the member's ASVAB and AFCT make him or her eligible.

To find additional rating requirements for each rating, refer to the Enlisted Personnel Manual.

Rating Conversion Page

Rating Conversion

SSN: Name: Rank/Rate: STG2 Current DSC: 148

Education

Level: L	High School Diploma	Years: 12
----------	---------------------	-----------

ASVAB/AFCT Test ID: 20B AFQT: 80 NAPT CD: NFQT Score:
Most Recent Test Date: 10/12/1993 Test Site UIC: 30646

Scores

GS: 67	WK: 58	NO/AO: 55	AS: 51	MC: 59	VE: 59	AI: 59	RADIO: 0
AR: 55	PC: 59	CS: 61	MK: 59	EI: 59	DLAB: 666	SONAR: 0	ESTS: 0

Calculate Eligibility Ratings

Eligible Ratings

ABE, ABF, ABH, AC, AD, AE, AE(CF), AG, AIRCREW, AM, AME, AO, AS, AT, AW, AZ, BU, CE, CM, CS, CS(SS), CTA, CTI, CTM, CTO, CTR, CTT, CTT(AEF), DC, DIVER, DK, DT, EA, EM, EN, EN(ATF), EO, EOD, ET(AECF), ET(SS), FC(AECF), FT(SS), GM, GSE, GSM, HM, HT, HT(ATF), IC, IC(ATF), IS, IT, JO, LI, LN, MA, MM, MM(SS), MN, MR, MT, NC, OS, PC, PH, PN, PR, QM, RP, SEAL, SECF, SH, SK, SK(SS), SN(SS), ST(SS), STG, STG(AEF), SW, SWCC, UT, YN, YN(SS)

Section 5 - CIMS Career Information Pages

The USMAP Information page is a pre-filled page, which provides the Counselor with a member's U.S. Military Apprenticeship Program Enrollment and Progress Information.

If a member is not enrolled in USMAP, the page will contain no information.

NOTE: This is a developmental

USMAP Information

USMAP			
SSN: [REDACTED]	Name: JARVIS,RASHIME D	Rank/Rate: MMFR	Current DSC: 100
AIMS Symbol:			
Status:			
Enrollment Information		Progress Information	
Date Enrolled:		Pre-Registration Credit:	
Date Completed:		Additional Credit:	
Last Progress Update:		Total Hours Earned:	
		Total Hours Required:	
Return to Search Next in List Previous in List Notify			

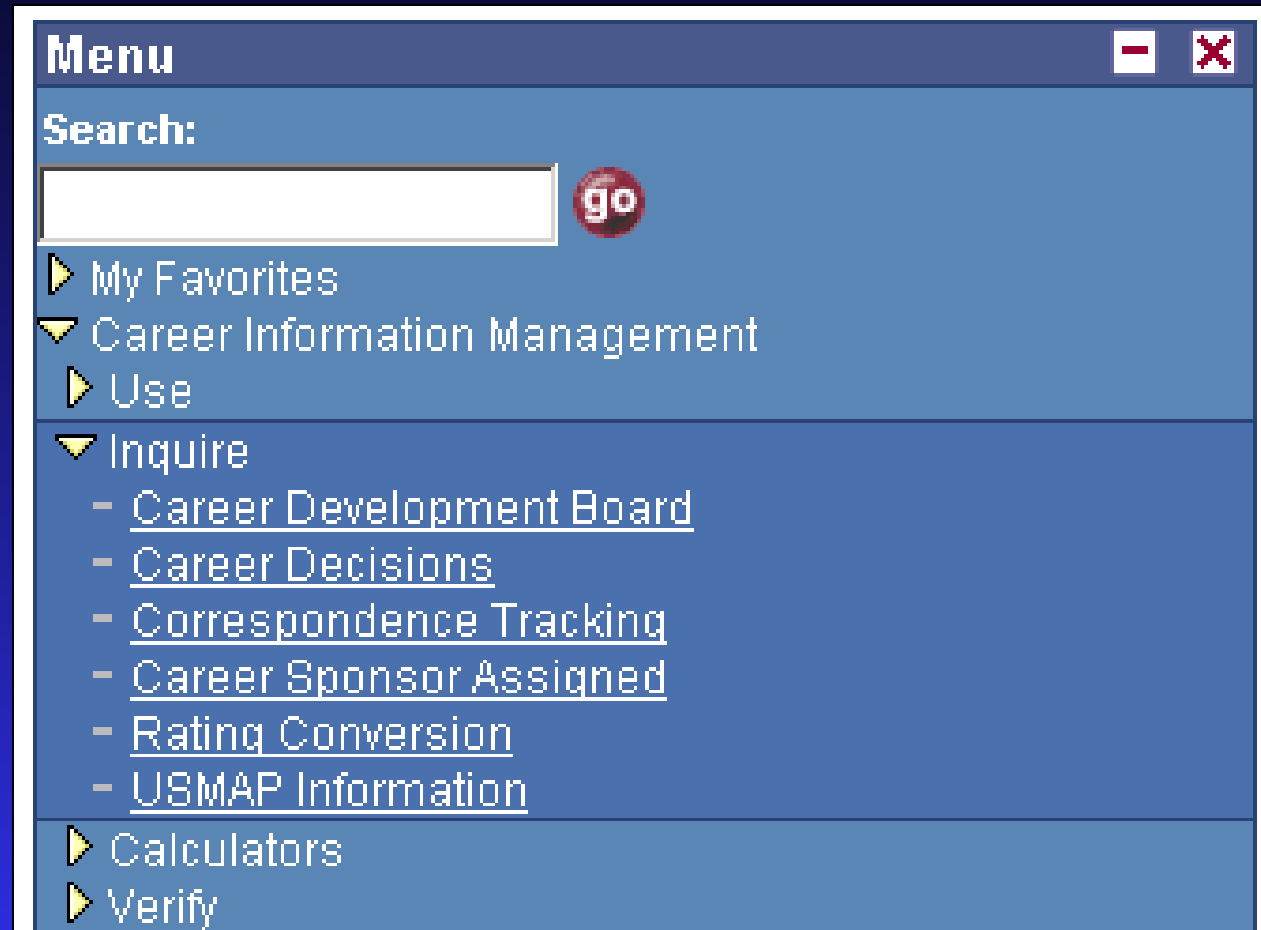
Section 6 - CIMS Inquire Pages

The CIMS Inquire Pages are read only.

They are available to Command Retention Team (CRT) Members to allow them to view most pages in the Use Section of CIMS.

Access to these pages is through the page links on the expanded Inquire link.

Inquire Pages



The screenshot shows a web browser window titled "Menu". It features a search bar with a "go" button. Below the search bar, a list of menu items is displayed. The "Inquire" item is expanded, showing a list of links: "Career Development Board", "Career Decisions", "Correspondence Tracking", "Career Sponsor Assigned", "Rating Conversion", and "USMAP Information". Other menu items include "My Favorites", "Career Information Management", "Use", "Calculators", and "Verify".

Menu

Search: **go**

- ▶ My Favorites
- ▼ Career Information Management
 - ▶ Use
- ▼ Inquire
 - [Career Development Board](#)
 - [Career Decisions](#)
 - [Correspondence Tracking](#)
 - [Career Sponsor Assigned](#)
 - [Rating Conversion](#)
 - [USMAP Information](#)
- ▶ Calculators
- ▶ Verify

Section 7 - CIMS Calculator Pages

CIMS Retirement, SRB, and SBP calculators are designed to assist the Counselor in helping Shipmates make informed career decisions.

These calculators provide only a close estimate of benefits and any costs and should be identified as such.

Retirement Calculator

Three Retirement Scenarios :

Final Pay Method. The Final Pay calculation is used for a member who entered military service prior to 01 September 1980.

High-3 Retirement Pay Method. The High-3 calculation is used to calculate the retirement pay for a member who entered military service between 01 September 1980 and 31 July 1986.

REDUX/High 3 Pay Method. The REDUX/High 3 calculation is used to calculate the retirement pay for a member who elected to receive the Career Status Bonus at the 15-year point in his/her career.

Section 7 - CIMS Calculator Pages

Final Pay steps.

1. Enter the Year of the Retirement.
2. Enter the Grade (paygrade).
3. Enter final Monthly Base Pay.
4. Using the drop-down arrows, enter Years and Months of Credible Service (for pay).
5. Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).
6. Click the Calculate Final Pay button.

- ❑ The retirement pay will display at the bottom of the page in the Results

Retirement Calculator, Final Pay Method

The screenshot shows the 'Retirement Calc' window. It contains a 'Retirement Calculator' section with input fields for 'Year of Retirement' (2004), 'Grade' (E07), and 'Monthly Base Pay' (3855.00). Below these are two sections for service: 'Years of Credible Service' with 'Years' (28) and 'Months' (04) dropdowns, and 'Total Active Federal Military Service' with 'Years' (24 Year) and 'Months' dropdowns. To the right of the input fields are three buttons: 'Calculate Final Pay', 'Calculate High - 3 Pay', and 'Calculate REDUX/High 3 Pay', along with a 'Clear' button. At the bottom is a 'Results' section displaying 'Year: 2004', 'Monthly Pay: 2313.00', and 'Annual Pay: 27756.00'. Numbered callouts point to specific elements: 1 points to the 'Year of Retirement' field, 2 points to the 'Grade' field, 3 points to the 'Monthly Base Pay' field, 4 points to the 'Calculate Final Pay' button, 5 points to the 'Total Active Federal Military Service' section, and 6 points to the 'Calculate Final Pay' button.

Retirement Calc		
Retirement Calculator		
Year of Retirement:	2004	
Grade:	E07	
Monthly Base Pay:	3855.00	
Years of Credible Service		
Years:	28	Months: 04
Total Active Federal Military Service		
Years:	24 Year	Months:
Calculate Final Pay		
Calculate High - 3 Pay		
Calculate REDUX/High 3 Pay		
Clear		
Results		
Year:	2004	Monthly Pay: 2313.00
		Annual Pay: 27756.00

Section 7 - CIMS Calculator Pages

High 3 steps.

1. Enter the Year of the Retirement.
2. Enter the Grade (paygrade).
3. Enter final Monthly Base Pay (average of last 3 years).
4. Using the drop-down arrow, enter Years and Months of Credible Service (for pay).
5. Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).
6. Click the Calculate High-3 Pay button.

- ❑ Retirement pay will display at the bottom of the page

Retirement Calculator, High-3 Pay Method

The screenshot shows the 'Retirement Calc' window. It contains several input fields and buttons. Numbered callouts point to the following elements:

- 1: Year of Retirement: 2004
- 2: Grade: E07
- 3: Monthly Base Pay: 3584.13
- 4: Years of Credible Service (Years: 28, Months: 04)
- 5: Total Active Federal Military Service (Years: 24 Year, Months:)
- 6: Calculate High - 3 Pay button

Other visible elements include 'Calculate Final Pay', 'Calculate REDUX/High 3 Pay', and a 'Clear' button. The 'Results' section at the bottom displays:

Results		
Year: 2004	Monthly Pay: 2150.48	Annual Pay: 25805.74

REDUX/High 3
steps.

1. Enter the Year of the Retirement.
2. Enter the Grade (pay grade).
3. Enter final Monthly Base Pay (average of last 3 years).
4. Using the drop-down arrow, enter Years and Months of Credible Service (for pay).
5. Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).
6. Click the Calculate REDUX/High 3 Pay button.

❑ Retirement pay will display at the bottom of the page in the Results section.

Retirement Calculator, REDUX/High 3 Pay Method

The screenshot shows the 'Retirement Calc' tab and the 'Retirement Calculator' form. The form includes input fields for 'Year of Retirement' (2004), 'Grade' (E07), and 'Monthly Base Pay' (3584.13). It also has dropdown menus for 'Years of Credible Service' (28 years, 04 months) and 'Total Active Federal Military Service' (24 years, 0 months). On the right, there are three buttons: 'Calculate Final Pay', 'Calculate High - 3 Pay', and 'Calculate REDUX/High 3 Pay'. A 'Clear' button is also present. At the bottom, a 'Results' section displays 'Year: 2004', 'Monthly Pay: 2090.74', and 'Annual Pay: 25088.91'. Numbered callouts (1-6) point to specific elements: 1 points to the 'Year of Retirement' field, 2 points to the 'Grade' field, 3 points to the 'Monthly Base Pay' field, 4 points to the 'Years of Credible Service' dropdowns, 5 points to the 'Total Active Federal Military Service' dropdowns, and 6 points to the 'Calculate REDUX/High 3 Pay' button.

Results		
Year: 2004	Monthly Pay: 2090.74	Annual Pay: 25088.91

Section 7 - CIMS Calculator Pages

SRB Calculator

Calculating a member's SRB takes several steps.

1. On the SRB Calculator page, click the SRB Qualifier Look up button.
 2. Enter desired rating in the SRB Qualifier begins with field.
 3. Click the Look up button.
 4. Select the desired rating.
- ❑ The refreshed screen will display the desired rating in the SRB Qualifier

SRB Calculator

Selective Reenlistment Bonus Calculator

*SRB Qualifier: [Advanced Lookup](#)

Base Pay Per Month:

*Reenlistment Term:

Months Until EAOS:

Look Up SRB Qualifier

Search by: SRB Qualifier begins with

[Advanced Lookup](#)

Search Results

SRB Qualifier
GM/879
GM/880
GM/979
GM/981

Selective Reenlistment Bonus Calculator

*SRB Qualifier: [Advanced Lookup](#)

Base Pay Per Month:

*Reenlistment Term:

Months Until EAOS:

Time in Service

*Years: *Months:

*Broken Service Status:

Results

Zone:	Award Level:	SRB Amount:
Base Pay:		Total Active Military Service:

Section 7 - CIMS Calculator Pages

When SRB eligibility is determined, you must enter the number of years reenlisting and the number of months before EAOS.

5. Using the Reenlistment Term drop-down arrow, select the reenlistment term.
 6. Using the Months Until EAOS drop-down arrow, select the months until EAOS.
- ❑ Results are circled in red.

SRB Calculator

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month:

*Reenlistment Term: 3 years, 4 years, 5 years, 6 years

Months Until EAOS:

Results

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month:

*Reenlistment Term: 6 years

Months Until EAOS: 01 Month, 02 Months, 03 Months, 04 Months, 05 Months, 06 Months, 07 Months, 08 Months, 09 Months, 10 Months

Zone:

Base Pay:

Results

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month:

*Reenlistment Term: 6 years

Months Until EAOS: 03 Months

Calculate SRB

Results

CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

SRB Calculator

You must enter the number of years and months of service at the member's EAOS and select Broken Service Status.

7. Using the Years drop-down arrow, in the Time in Service section, indicate years.

8. Using the Months drop-down arrow in the Time in Service section, indicate months.

9. Using the Broken Service Status drop-down arrow, indicate the time period of Broken Service (if any). Select No Broken Service.

The image displays four screenshots of the SRB Calculator interface, illustrating the steps to enter service time and broken service status. The interface includes fields for Years, Months, and Broken Service Status, along with a Clear button.

- Screenshot 1 (Top Left):** Shows the 'Time in Service' section with the 'Years' drop-down arrow highlighted by a red circle and a blue callout bubble labeled '7'. The 'Months' field is also visible.
- Screenshot 2 (Top Right):** Shows the 'Time in Service' section with the 'Months' drop-down arrow highlighted by a red circle and a blue callout bubble labeled '8'. The 'Years' field is also visible.
- Screenshot 3 (Bottom Left):** Shows the 'Broken Service Status' drop-down arrow highlighted by a red circle and a blue callout bubble labeled '9'. The status list includes '1 - No Broken Service', '2 - 24 Hrs to 2 yrs Broken Svc', and '3 - 2 yrs to 4 yrs Broken Svc'.
- Screenshot 4 (Bottom Right):** Shows the 'Broken Service Status' drop-down arrow highlighted by a red circle. The status is set to '1 - No Broken Service'.

NOTE: Selections are indicated by a red circle.

Section 7 - CIMS Calculator Pages

SRB Calculator

As always, calculate several variables, such as number of years reenlisting and date of enlistment, to ensure the member has all information possible to make an informed decision.

Calculate SRB button to calculate the SRB.

- ❑ **The SRB Zone, Award Level, SRB Amount, Base Pay, and Total Active Military Service at the end of the reenlistment display in the**

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Time in Service
*Years: 06 *Months: 07

Base Pay Per Month:

*Reenlistment Term: 6 years

*Broken Service Status: 1 - No Broken Service

Months Until EAOS: 03 Months

Calculate SRB

Results

Zone: B Award Level: 0.5 SRB Amount: \$6641.25

Base Pay: \$2310.00 Total Active Military Service: 12.3

CIMS - Career Information Management System

October
2004

Section 7 - CIMS Calculator Pages

SRB Calculator

Calculate Broken Service SRBs by selecting the Broken Service status in the Broken Service Status field.

The amount of Broken Service SRB will vary depending on the number of months the member was separated before reenlisting.

NOTE: Note differences in the SRB Amount for the

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month: 2310.00

*Reenlistment Term: 6 years

Months Until EAOS: 03 Months

Time in Service
*Years: 06 *Months: 07

*Broken Service Status:
2 - 24 Hrs to 2 yrs Broken Srv

Calculate SRB Clear

Results

Zone: B Award Level: 0.5 SRB Amount: \$4980.94

Base Pay: \$2310.00 Total Active Military Service: 12.3

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month: 2310.00

*Reenlistment Term: 6 years

Months Until EAOS: 03 Months

Time in Service
*Years: 06 *Months: 07

*Broken Service Status:
3 - 2 yrs to 4 yrs Broken Svc

Calculate SRB Clear

Results

Zone: B Award Level: 0.5 SRB Amount: \$3320.63

Base Pay: \$2310.00 Total Active Military Service: 12.3

SBP* Calculator, Spouse Only Option

The screenshot shows the 'SBP Calculator' window with a 'Cost Estimate Form' tab. The form is titled 'SBP Cost Estimate Form'. It has three radio buttons: 'Spouse Only' (selected), 'Child Only', and 'Spouse and Child Only'. Below these are several input fields: 'Last Name' (BEAL), 'SBP Base Amount' (\$2313.00), 'Projected Retirement Date' (08/31/2005), 'Member's DOB' (06/13/1964), 'Spouse DOB' (02/24/1967), and 'Youngest Child DOB' (empty). There are also checkboxes for 'Supplement SBP' (Yes/No) and 'Entered Service Prior 1990' (checked). At the bottom are 'Do Estimate' and 'Clear' buttons. Numbered callouts point to specific fields: 1 points to the 'Spouse Only' radio button, 2 points to the 'Child Only' radio button, 3 points to the 'Spouse and Child Only' radio button, 4 points to the 'SBP Base Amount' field, 5 points to the 'Do Estimate' button, and 6 points to the 'Projected Retirement Date' field.

* Survivor Benefit Plan

NOTE: Entering data in an incorrect field (in this example, Youngest Child DOB) will cause an error message to display on the screen.

1. Select Spouse only Option.
2. Enter member name in Last Name field.
3. Enter member's Base Amount in SBP Base Amount field.
4. Using the corresponding Choose a Date Look up button, enter the
 - Projected Retirement Date
 - Member's DOB
 - Spouse DOB
5. Select No to indicate the member does not want to elect Supplemental

Section 7 - CIMS Calculator Pages

SBP Calculator, Spouse Only

The new screen displays the Monthly Cost, Annuity Under 62, and the annuity 62 & Over.

If the member had elected to take Supplemental SBP (by selecting the Yes option), the Monthly Cost, Annuity Under 62, and the Annuity 62 & Over would have displayed in the 5%, 10%, 15%, and 20% Supplemental SBP Cost lines.

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

☒ Spouse Only ☐ Child Only ☐ Spouse and Child Only

Last Name: Member's DOB:

SBP Base Amount: Spouse DOB:

Projected Retirement Date: Youngest Child DOB:

Supplement SBP ☐ Yes ☒ No ☒ Entered Service Prior 1990

Estimation Worksheet

SBP Monthly Cost and Annuity Estimates:

Member Birth Date: 06/13/1964
Spouse Birth Date: 02/24/1967
Child Birth Date:

	Monthly Cost:	Annuity Under 62:	Annuity 62 & Over:
Spouse Cost/Annuity:	\$150.35	\$1272.15	\$809.55
Child Cost/Annuity:			
Spouse & Child/Annuity:			
5% Supplemental SBP Cost:			
10% Supplemental SBP Cost:			
15% Supplemental SBP Cost:			
20% Supplemental SBP Cost:			

Section 7 - CIMS Calculator Pages

SBP Calculator, Child Only

1. Using the same information displayed in the Spouse Only example, click the Child Only option.
 2. Remove the Spouse DOB by highlighting the date in the field and deleting.
 3. Enter the Youngest Child DOB.
 4. Click the Do Estimate button.
- ☐ The page refreshes to display the Monthly Cost and Annuity Under 62

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

☐ Spouse Only ☒ Child Only ☐ Spouse and Child Only

Last Name:

Member's DOB:

SBP Base Amount:

Spouse DOB:

Projected Retirement Date:

Youngest Child DOB:

Supplement SBP ☐ Yes ☒ No

☒ Entered Service Prior 1990

Estimation Worksheet

SBP Monthly Cost and Annuity Estimates:

Member Birth Date: 06/13/1967

Spouse Birth Date:

Child Birth Date: 05/28/1998

Monthly Cost: Annuity Under 62: Annuity 62 & Over:

Spouse Cost/Annuity:

Child Cost/Annuity: \$9.25 \$1272.15

Spouse & Child/Annuity:

5% Supplemental SBP Cost:

10% Supplemental SBP Cost:

15% Supplemental SBP Cost:

20% Supplemental SBP Cost:

NOTE: Entering data in an incorrect field (in this example, Youngest Child DOB) will cause an error message to display on the screen.

Section 7 - CIMS Calculator Pages

SBP Calculator, Spouse and Child

1. Using the same information displayed in the Child Only example, click the Spouse and Child Only option.

2. Enter the Spouse DOB.

3. Click the Do Estimate button.

☐ The page refreshes to display the Monthly Cost and Annuity Under 62 for the Spouse and Child Only option.

☐ Recalculate for

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

☐ Spouse Only ☐ Child Only ☒ Spouse and Child Only

Last Name: Member's DOB:

SBP Base Amount: Spouse DOB:

Projected Retirement Date: Youngest Child DOB:

Supplement SBP ☐ Yes ☒ No ☒ Entered Service Prior 1990

Estimation Worksheet

SBP Monthly Cost and Annuity Estimates:

Member Birth Date:	06/13/1967		
Spouse Birth Date:	02/24/1967		
Child Birth Date:	05/28/1998		
	Monthly Cost:	Annuity Under 62:	Annuity 62 & Over:
Spouse Cost/Annuity:	\$150.35		
Child Cost/Annuity:	\$9.25	\$1272.15	
Spouse & Child/Annuity:	\$151.13	\$1272.15	
5% Supplemental SBP Cost:			
10% Supplemental SBP Cost:			
15% Supplemental SBP Cost:			
20% Supplemental SBP Cost:			

1

2

3

Section 8 - Verify Pages

Verify Page

The CCC must verify all Information entered into CIMS by Dept. and Div. CCs using the Verify pages.

The Verify process is discussed briefly here. Refer to the CIMS Web-based User Manual for more information on the Verify pages.

1. The first step is for the Dept. and Div. CC to complete all page entries and save.

Career Decisions

SSN: i Name: GIBSON,DANIEL MARTIN Rank/Rate: AD2 Current DSC: 100

ADSD: 06/23/1997 PRD: 07/01/2005 EAOS: 12/03/2004 Soft EAOS: 12/03/2004

Separation/Reenlistment/Fleet Reserve Retirement/Extensions [Find](#) | [View All](#) First 1 of 1 Last

Plan Type: REN CREO Category: Number of Years: 4 yrs

1

Location: AIMD, ENGINE SHOP Time: 1000

Reenlisting Officer: R. TRENT JONES, LT, CEC, USNR

Name, Rank, Branch Class

Comments: Wile Hillary, son Thomas and daughter Rebecca will be in attendance. CO, CMC will attend.

[Selective Reenlistment Bonus Calculator](#)

[Retirement Calculators](#)

[Survivor Benefit Plan Calculator](#)

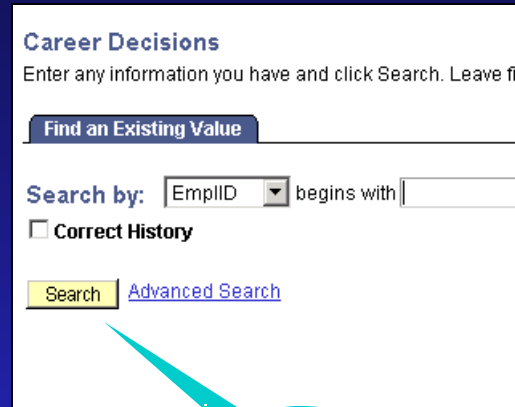
Section 8 – Verify Pages

Verify Page

The CCC must Verify documents submitted by Dept. and Div. CCs.

We will use Career Decisions page as an example.

1. Navigate to the Career Decisions Verify page and click the Search button to display a list of all pages needing verification.
2. To open each page, click the associated SSN.



Career Decisions
Enter any information you have and click Search. Leave fields blank if you are unsure.

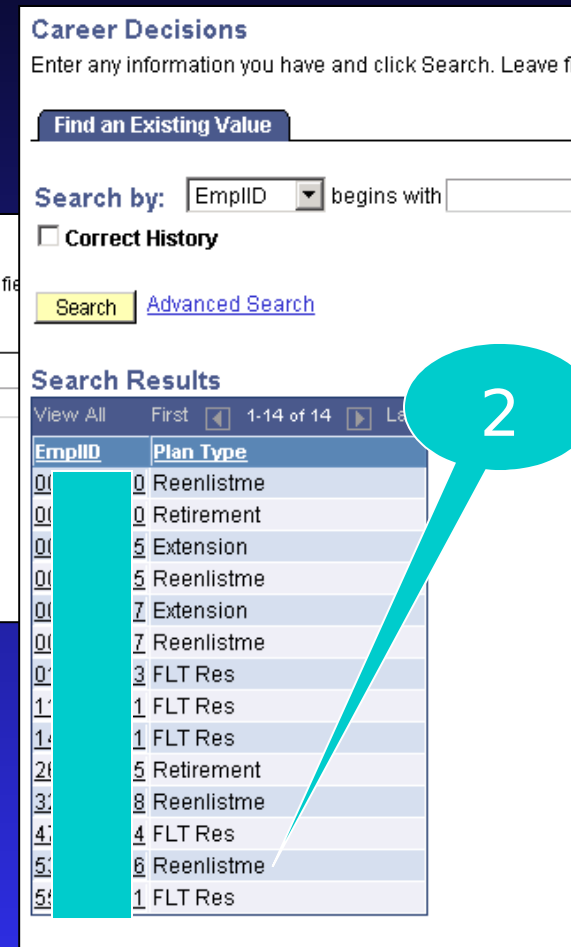
Find an Existing Value

Search by: begins with

☐ Correct History

Search [Advanced Search](#)

A red circle with the number 1 and an arrow points to the **Search** button.



Career Decisions
Enter any information you have and click Search. Leave fields blank if you are unsure.

Find an Existing Value

Search by: begins with

☐ Correct History

Search [Advanced Search](#)

Search Results
View All First 1-14 of 14 Last

EmpID	Plan Type
00	0 Reenlistme
00	0 Retirement
00	5 Extension
00	5 Reenlistme
00	7 Extension
00	7 Reenlistme
00	3 FLT Res
10	1 FLT Res
10	1 FLT Res
20	5 Retirement
30	8 Reenlistme
40	4 FLT Res
50	6 Reenlistme
50	1 FLT Res

A red circle with the number 2 and an arrow points to the row with EmpID 50 and Plan Type 6 Reenlistme.

Section 8 - Verify Pages

Verify Page

3. If all information is correct, check the Verified check box.
4. Click the Save button to complete the Verification.
5. To Verify other pages, click either the Next in List or Previous in List buttons.

6. If the CCC must communicate by e-mail with the Dept. and Div. CC, he/she can click the Notify button.

NOTE: Once the Save button is clicked, the Verified button will darken, showing that the process has been completed.

CIMS SRFE Verify

SSN: 5 Name: GIBSON, DANIEL MARTIN Rank/Rate: AD2 Current DSC: 100

ADSD: 06/23/1997 PRD: 07/01/2005 EAOS: 12/03/2004 Soft EAOS: 12/03/2004

Separation/Reenlistment/Fleet Reserve Retirement/Extensions Find | View All First 1 of 1 Last

Plan: REN CREO Category: Number of Years: 4 yrs

Type: Planned Date: 11/26/2004

Lump Sum Leave Calculator

Days Selling: 20.0

Monthly Base Pay: 1991

Estimated Paid Leave Amt: \$1327.33

Location: AIMD, ENGINE SH Time: 1000

Reenlisting Officer: R. TRENT JONES, LT, CEC, USNR

Comments: Wile Hilary, son Thomas and daughter Rebecca will be in attendance. CO, CMC will attend.

Verified

Selective Reenlistment Bonus Calculator Retirement Calculators Survivor Benefit

Save Return to Search Next in List Previous in List Notify

Section 9 – Certificate Pages

Use the PeopleSoft Menu to navigate to CIMS Certificates. Before printing a certificate, you must locate an existing (or create a new Run Control ID.

Certificates, Run Control ID

Reenlistment
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with 43043

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) [Add a New Value](#)

Reenlistment
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with 43

[Search](#) [Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
43043	English
430431CIMS	English

1. Use the Find an Existing Value or Add a New Value page to locate an existing or create a new Run Control ID.
2. Click the Search button
3. Select the Run Control ID.

Section 9 - Certificate Pages

Certificates, Populating the

1. Using the Choose a Date Look up button, enter the certificate date in the Certificate Date field.
2. Enter the member's SSN in the EmplID field and click the Look up button to populate the Name, Full Rating, and Rate and Rank fields.
3. Enter the Name and title of the Signing Official in the Signing Official fields.

Reenlistment

Run Control ID: 430431CIMSCCC [Report Manager](#) Run

Career Information Management Certificates

Certificate Information	
Certificate Date:	09/30/2004 1

Member Information	
EmplID:	<input type="text"/> 2 Q BROWNE, BRYAN FRANKLIN
Full Rating:	Mess Management Specialist Seaman
Rate and Rank:	MSSN (blank)

Signing Official Information	
Name of Official:	R. Trent Jones, Sr., LT, CEC, USNR (First Name, Middle Initial, Last Name, Rank, Branch/Class)
Official Title:	Officer in Charge 3

Save Return to Search Next in List Previous in List Notify

4

CIMS - Career Information Management System

Section 9 - Certificate Pages

October
2004

Certificates, Running the

Process Scheduler Request

User ID: 430431CIMSCCC Run Control ID: 430431CIMSCCC

Server Name: PSNT Run Date: 10/08/2004
Recurrence: Run Time: 8:13:20AM
Time Zone: CST Central Time

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Reenlistment Certificate	1	Crystal	Web	PDF

Reenlistment

Run Control ID: 430431CIMSCCC [Report Manager](#) [Run](#)

Process Instance: 24452

Career Information Management Certificates

Certificate Information

Certificate Date: 09/30/2004

Member Information

EmplID: BROWNE, BRYAN FRANKLIN
Full Rating: Mess Management Specialist Seaman
Rate and Rank: MSSN (blank)

Signing Official Information

Name of Official: R. TRENT JONES, SR., LT, CEC, USNR
(First Name, Middle Initial, Last Name, Rank, Branch/Class)
Official Title: Officer in Charge

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

1. On the Process Scheduler Request page, click the OK button.
2. When the Reenlistment page displays, click the Report Manager button. Note the Process Instance number.

Section 9 - Certificate Pages

Certificates, Processing and Viewing

1. Using the Status drop-down arrow, select the blank, for no filtering status.
2. Click the Refresh button.
3. From the Report List, locate your certificate using the Process Instance number.
4. The Status Column will indicate Scheduled, Processing, Posting, or Posted. Click the refresh button until the Status displays Posted.

Reports Filter

*View Reports: Operator

Status:

Process Type: Crystal Last: 1 Days

Report List

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View Report
NCIMC011	430431CIMSCCC	24452	Reenlistment Certificate	10/08/2004 8:14:43AM	Acrobat (*.pdf)	Posted	Details	View
NCIMC020	430431CIMSCCC	24450	Correction of Military	10/08/2004 7:56:37AM	Acrobat (*.pdf)	Posted	Details	View

CIMS - Career Information Management System

Section 9 - Certificate Pages

October
2004

Certificates, Processing and Viewing

Report ID: 20740 Process Instance: 24452
Name: NCIMC011 Process Type: Crystal
Run Status: Success
Reenlistment Certificate

1

Name	Size (bytes)	Datetime Created
Message Log	0	10/08/2004 8:15:02.000000AM CDT
NCIMC011_24452.PDF	38,929	10/08/2004 8:15:02.000000AM CDT
PeopleSoft Trace File	8,430	10/08/2004 8:15:02.000000AM CDT

Report Detail

Report ID: 20740 Process Instance: 24452
Name: NCIMC011 Process Type: Crystal
Run Status: Success
Reenlistment Certificate

2

3

Return

http://stweb02.nspst.navy.mil:7100/psreports/ERM/20740/NCIMC011_24452.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://stweb02.nspst.navy.mil:7100/psreports/ERM/20740/NCIMC011_24452.PDF

86%

Bookmarks Signatures Pages

DEPARTMENT OF THE NAVY
UNITED STATES OF AMERICA

CERTIFICATE OF REENLISTMENT

*To all who shall see these presents, greetings:
Know ye, that by the authority vested in me
I do here by reenlist*

8.5 x 11 in 1 of 5 Done Local intranet

1. From the File List, locate your document, using the Process Instance number (a PDF file), and click its link.
2. A PDF file displaying the Certificate will display.
3. You may save, print, or view the certificate.

Section 10 – CIMS Forms, Documents, & Worksheets

Pages

CIMS Forms, Documents, and Worksheets will be addressed in a later release of CIMS.

These Forms, Documents, and Worksheets will be partially pre-filled and partially writeable.

CIMS Forms, Documents, and Worksheets will be released at a later date.

Section 11 - CIMS Reports Pages

Using the PeopleSoft Menu, navigate to the Dependent Care Report. The Dependent Care Certification Page displays.

1. **Locate the record by entering a Run Control ID in the Find an Existing Value or Add a New Value page and clicking either the Search or Add button.**
2. **The Report Selection section displays. Enter your UIC or use the Search icon to select the desired**

CIMS Reports, Accessing the

The image shows three overlapping screenshots of the 'Dependent Care Certification' page in the CIMS system, with numbered callouts indicating the steps to access the report.

- Callout 1:** Points to the 'Find an Existing Value' button on the top screenshot, which is the first step in locating a record.
- Callout 2:** Points to the 'Report Selection' section on the bottom screenshot, where the UIC (43043) is entered and the Search icon is used to select the desired record.
- Callout 3:** Points to the 'Run' button on the bottom screenshot, which is used to execute the report.

The screenshots show the following details:

- Top Screenshot:** 'Dependent Care Certification' header, 'Enter any information you have and click Search. Leave fields blank for a list of all values.', 'Find an Existing Value' and 'Add a New Value' buttons, 'Search by: Run Control ID begins with CCCN', 'Search' and 'Advanced Search' links.
- Middle Screenshot:** 'Dependent Care Certification' header, 'Find an Existing Value' and 'Add a New Value' buttons, 'Run Control ID: CCCN', 'Add' button, 'Find an Existing Value' link.
- Bottom Screenshot:** 'Dependent Care Certificate' header, 'Run Control ID: CCCN', 'Report Manager' link, 'Run' button, 'Report Selection' section with 'UIC: 43043' and a Search icon.

Section 11 - CIMS Reports Pages

All CIMS reports can be accessed by this method.

CIMS Reports, Accessing the

Look Up UIC

Search by: Department begins with 43043

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View All First 1 of 1 Last

Department	Description
43043	PSD JAX

Dependent Care Certificate

Run Control ID: CCCN [Report Manager](#) [Run](#)

Report Selection

UIC: 43043 PSD JAX

Process Scheduler Request

User ID: 430431CIMSCCC Run Control ID: CCCN

Server Name: PSUNX Run Date: 10/07/2004
Recurrence: Run Time: 12:38:04PM [Reset to Current Date/Time](#)
Time Zone: [Search](#)

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Dependent Care Certification	NCIMS025	SQR Report	Web	PDF

[OK](#) [Cancel](#)

1. Click the report link in the Search Results to display the Report Selection page.
2. Click the Run button to display the Process Scheduler Request page.
3. Click the OK button to return

Section 11 - CIMS Reports Pages

CIMS Reports, Accessing the

1. Click the Report Manager link to open the Reports Filter page.
2. Using the Status drop-down arrow, select the blank field. The field must be blank to run the report.
3. Click the Refresh button .

NOTE: Record your Process Instance number (see red circle).

The image displays two screenshots of the CIMS Reports Filter page. The top screenshot shows the 'Report Manager' link circled in red, and the 'Process Instance: 24342' displayed. The bottom screenshot shows the 'Status' drop-down menu open, with the 'Delete' option selected, and the 'Refresh' button highlighted.

Dependent Care Certificate

Run Control ID: CCCN

Report Selection

UIC: 43043 PSD JAX

Report List **Server List**

Reports Filter

*View Reports: Operator Process Type: SQR Report Refresh

Status: Delete Last: 1 Days

Report List **Server List**

Reports Filter

*View Reports: Operator Process Type: SQR Report Refresh

Status: Last: 1 Days

Section 11 - CIMS Reports Pages

CIMS Reports, Accessing the Report

Report List | **Server List**

Reports Filter

*View Reports: Process: Refresh

Status:

Report List | Customize | Find | View All | First | 1-12 of 12 | Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View Report
NCIMS025	430431CIMSCCC	24342	Dependent Care Certification	10/07/2004 12:40:01PM	Acrobat (*.pdf)	Posted	Details	View
NCIMS012		24328	High Year Tenure (HYT) Outlook	10/07/2004 11:23:28AM	Acrobat (*.pdf)	Posted	Details	View
NCIMS001		24313	Perform to Serve	10/07/2004 9:45:37AM	Acrobat (*.pdf)	Posted	Details	View
NCIMS014		24312	PRD 15-Month Outlook	10/07/2004 9:42:14AM	Acrobat (*.pdf)	Posted	Details	View
NCIMS014	430431CIMSCCC	24311	PRD 15-Month Outlook	10/07/2004 9:40:54AM	Acrobat (*.pdf)	Posted	Details	View

Report Detail

Report ID: 20650 **Process Instance:** 24342

Name: NCIMS025 **Process Type:** SQR Report

Run Status: Success

Dependent Care Certification

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,532	10/07/2004 12:40:10.000000PM CDT
ncims025_24342.PDF	6,070	10/07/2004 12:40:10.000000PM CDT
Trace File	5,107	10/07/2004 12:40:10.000000PM CDT

1. Find your Process Instance number to locate your report.
2. Click the Refresh button until the Status displays Posted.
3. Click the View button for your report.
4. Click the report PDF file link on the Report Detail

CIMS Reports, Viewing the

-
- PeopleSoft.**
- Home | Worklist | Add to Favorites | Sign out
- [New Window](#) | [Help](#)
- ### Report Detail
- Report ID:** 20650
Name: NCIMS025
Run Status: Success
- Dependent Care Certification
- File List**
- [Name](#)
 - [Message Log](#)
 - [ncims025_24342.PDF](#)
 - [Trace File](#)
- [Return](#)
- Report Content:**
- http://stweb02.nsipst.navy.mil:7100/psreports/ERM/20650/ncims025_24342.PDF
- 39%
- Report Title:** FAMILY CARE CERTIFICATE REPORT
- Run Date 10/07/2004
Page No. 1 of 1
- The Data contained herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken.
- | SSN | NAME | DATE | DEPT | DDV | Primary | Secondary |
|------|---------|----------|------|-----|------------------------------|----------------------|
| 1043 | PER JAC | 01/01/04 | | | 1 Child and No Spouse | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | 2 Children and No Spouse | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | Military spouse - 1 Child | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | Military spouse - 1 Child | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | Military spouse - 1 Child | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | 1 Child and No Spouse | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | 1 Child and No Spouse | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | 2 Children and No Spouse | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | Military spouse - 1 Child | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | 2 Children and No Spouse | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | 2 Children and No Spouse | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | Military spouse - 2 Children | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | Military spouse - 1 Child | No dependent parents |
| 1043 | PER JAC | 01/01/04 | | | No primary dependents | 1 dependent parent |
- 18.7 x 10.67 in
- 1 of 1
- Done
- Local intranet

Section 12 - Electronic Service Record Pages

The CCC and Dept. and Div. CCs have access to certain pages in the Electronic Service Record (ESR) in a view-only status.

No changes to the ESR can be made with CIMS access.

CIMS ESR access is designed to give the Counselor the information needed to properly prepare for CDBs and counseling

Currently, CIMS ESR access is limited to the following pages

- ☐ **View Personal Information**
- ☐ **View Training, Education, and Qualifications**
- ☐ **View Performance**
- ☐ **View Service Obligations and Agreements**
- ☐ **View Professional History**

ESR pages may be accessed through the CIMS PeopleSoft Menu by individual ESR links or by navigating to the ESR Homepage, where ESR pages available to CIMS users will be highlighted. Additional ESR pages may be available to CIMS users at a later date.

If you require more detailed information on how to use the various CIMS features, see the CIMS Web-based User Manual found elsewhere on this Web site. (NOTE: Due to its size, you may wish to download and print the User Manual.)

Where this Online Tutorial is designed as a quick reference for Departmental and Divisional Counselors and members of the Command Retention Team, the User Manual is designed to give the Command Career Counselor detailed instructions on the